



# CITY OF EUREKA

## QUARTERLY REPORT JULY - SEPTEMBER 2013



# Community Development

## Summary of Third Quarter 2013 Activities

### *Statistics*

	July	August	September	Total
Planning Commission				
Meetings	2	0	2	5
Public Hearings	1	0	2	3
Historic Preservation Commission				
Meetings	1	1	1	3
Public Hearings	1	2	0	3
Design Review Committee				
Special Meetings	1	2	3	6
Regular Meetings	2	2	2	6
City Council				
Meetings	2	2	1	5
Public Hearings	0	0	0	0
Community Improvement Team				
Meetings	0	1	0	1
Inspections	0	3	0	3
Medical Cannabis				
Cases Opened	0	0	0	0
Cases Closed	0	0	0	0
Inspections	0	0	0	0
Violations Cases				
Opened	0	1	1	2
Closed	0	0	0	0
Design Review Applications	4	6	3	13
Cottage Food Home Occupation Permit	1	0	0	1
Home Occupation Permits	8	8	1	17
Total Applications Processed	23	27	8	58
Building Permit Reviews	10	33	13	56

### *Partial list of Projects, Permits and Ordinances Active in the Third Quarter*

*Carrington Subdivision:* Work continues with the applicant and Coastal Commission Staff on a possible re-design of the proposed subdivision to address the ESHA buffering requirements of the City's coastal regulations and the state Coastal Act.

*Clark Historic District:* The field reconnaissance studies for the District are complete and the District historical resources mapping is prepared, and draft guidelines from the Eureka Heritage Society are expected soon for Staff to review. Once the draft guidelines are determined to be consistent with the Secretary of the Interior Standards for the Treatment of Historic Properties, they will be forwarded to the Historic Preservation Commission for consideration.

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*CW (Waterfront Commercial) Text Amendment:* Coastal Commission and City Staff plan to meet in the near future to discuss the details of the project that proposes an amendment to the existing Waterfront Commercial zone district to allow more uses to be considered visitor serving and principally permitted.

*D Street Lot Line Adjustment:* The application for a Lot Line Adjustment to remove a trespass of a property line was administratively approved by the Director of Community Development.

*Design Review Guidelines:* Staff continues to work with the Design Review Committee to complete the Design Review Guidelines.

*Eureka Pier Hotel:* Staff has suspended work on this project, pending the outcome of discussions with the Eureka Pier, LLC and the City Manager.

*Eureka Rescue Mission Conditional Use Permit and Coastal Development Permit:* The Planning Commission approved the two phase project which includes upgrading the two existing buildings that are not compliant to meet ADA requirements in addition to constructing a new building which will contain a chapel/dining area, commercial kitchen and storage, bathrooms, offices, men's and women's day use courtyard, and parking on an adjacent parcel.

*General Plan Update:* The consulting firm ESA has been awarded a \$1.25 million contract to partner with the City to complete a comprehensive update of the City's General Plan/Local Coastal Program. ESA was among four firms considered during the consultant selection process. The ESA team comes highly qualified to assist us during what we anticipate will be approximately a 2.5 year process. We are already beginning work to update our Housing Element, which must be completed by June of 2014 and will proceed on a parallel course with the remaining portion of the general plan update. We are planning a kickoff working session and a tour of the City sometime in November for ESA and City staff to begin the update process. We will also begin the research and outreach necessary to prepare the Community Background report.

*Humboldt County Office of Education Sequoia Conference Facility:* The Design Review Committee recently approved an application for a 9,243 square foot conference facility and 14,500 square foot administrative building. The applicant may ask Staff to review a draft of their CEQA document, and once the CEQA review is complete a Coastal Development Permit application is expected.

*Humboldt Senior Resource Center OSHPD III Outpatient Clinic:* Staff is currently reviewing a Building Permit application for a new OSHPD III outpatient clinic within the existing Alzheimer's Center. The site is currently zoned for residential use and subject to the conditions of a CUP which was approved by the Planning Commission in 2006 to allow the existing Alzheimer's Center use at the site.

*Mad River Pipeline Phase 5:* Staff has been assisting the Engineering Division to obtain a coastal development and use permit for this important waterline rehabilitation project from Humboldt County. One of the primary challenges for this project in terms of permit compliance was addressing pipeline water discharges, given the amount of water that is required to be discharged

## Community Development

### *Summary of Third Quarter 2013 Activities*

at various stages of the project and the fact that potable water cannot be released into a surface water (that is, cannot be released into the storm drain system) without a costly and cumbersome Low Threat Discharge Permit from the North Coast Regional Water Quality Control Board.

*Martin Slough Interceptor Project:* Staff continues to assist the Engineering Division with construction oversight and with additional permitting for this project. Staff processed a coastal development permit and conditional use permit for a portion of the force main currently under construction. Staff is working with project engineers on the design of the remaining portion of the force main, and ultimately will be processing a coastal development permit for that final section.

*Martin Slough Enhancement Plan:* Staff is working with the Engineering Division to insure this project is conducive with continued operation of the Eureka Municipal Golf Course. Staff will be reviewing and finalizing the draft CEQA initial study prepared by RCAA and the State Coastal Conservancy, and will eventually be circulating the document as we have agreed to be the lead agency for this project. The project will result in fish passage and fish habitat enhancements in Martin Slough, and will also reduce flooding impacts on the golf course.

*McDonalds:* Applications for modification of a 1971 Use Permit, a new Coastal Development Permit and a Lot Merger have been submitted for the demolition and reconstruction of the McDonald's restaurant with drive through facility on S Street, between 4<sup>th</sup> and 5<sup>th</sup> Streets.

*Redwood Marine:* A Coastal Development Permit and Lot Line Adjustment application for a proposed 3.4-acre commercial complex for the sale of marine sporting goods, including boat and trailer sales is in process. Staff is working with the applicant to ensure consistency of the proposed plans with the Eureka Municipal Code, including applicable Coastal regulations, and is preparing to circulate the project for referral.

*Sweet Pea's Learning Center:* A Conditional Use Permit application has been submitted to allow a nursery school in the 3300 block of T Street, and referrals have been sent. The applicant is working with the Public Works Engineering Traffic Division on traffic related concerns, and once those issues are resolved, a public hearing will be scheduled before the Planning Commission.

*Wendy's:* A Design Review modification application to change the trash enclosure from an uncovered wooden to a covered block wall structure was processed and reviewed and approved by the Design Review Committee. Staff also reviewed and approved the subsequent Building Permit application for the modified enclosure.

**Community Development**  
*Summary of Third Quarter 2013 Activities*

*Staff and Contact Information*

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# Memo



To: Michael Knight, Interim City Manager  
From: Murl Harpham, Chief of Police  
Date: October 18, 2013  
Re: Jul Aug Sep 2013 Quarterly Report

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## **OUTGOING CHIEF'S MESSAGE – Chief Murl Harpham**

During this quarter we came very close to abandoning our team concept which would have seriously hampered our mandated training which would then necessitated an increase in overtime. Besides the unfilled officer positions, we had a number of officers off on injuries. Fortunately, two new officers were released from the training program and help fill the watches. And two of the injured officers returned to full duty.

We currently have one officer off on injury and two officers on light duty. One is working a full shift in dispatch and the other works five hours on patrol and five hours in dispatch.

During this quarter we had a swearing in ceremony for eight employees. Three officers were sworn in and they were: Ryan McElroy, Stephen Linfoot and Ben Omey. Michelle Reyna Sanchez was sworn in as the Communications Manager. Another promotion was that of Dee Anna McGraw from records clerk to Police Services Officer.

Theodore Blizzard was sworn in as a Police Services Officer while Mary Clark was sworn in as a Communications dispatcher and Sharon King was sworn in as Police Records Specialist.

Late in September we received notice that the Eureka Police Department would be one of the recipients to receive an armored vehicle from DRMO (Defense Reutilization and Marking Services). We feel fortunate to be one of 200 U.S. cities to receive this vehicle. Thanks to the efforts of our Officers who are in the National Guard Unit we have benefitted greatly from items from the Military. The city has also benefitted as our officers have acquired over two million dollars worth of equipment which has been turned over to other city departments. This has been basically free other than shipping costs. The shipping of the armored vehicle is not costing the taxpayers as it is being covered by Drug Asset money. Thus, drug dealers are paying the costs.

Over the years we have received five vehicles, mostly large trucks, a low boy and tools, medical supplies, office supplies and computers. The vehicle will be added to our department as a tool to be used in protection of the officers and rescues of officers and civilians in high risk situations.

## INCOMING CHIEF'S MESSAGE – Chief Andrew Mills

Dear Eureka PD Family,

Thank you for the emails, calls and notes you sent me during this transition period. My wife and I are truly excited about our move to Eureka and look forward to getting to know each of you personally. I wanted to take a few minutes to introduce myself and let you know how I perceive the Department.

Over the past few months (since February) I have read each newspaper article and blog about EPD with great interest, in an effort to learn more about the men and women who police Eureka. I understand that view may be tainted, but what I learn astounded me. Your work ethic and excellence compelled me to apply for Chief of EPD. The care and concern you show for the citizens of Eureka is clearly evident by how you police. The quality of your collective work product should be the envy of policing everywhere. ***Whether you are sworn, civilian, part time or fulltime, I know great police work when I see it; I see it in Eureka.***

In spite of dwindling staffing and rising calls for service, EPD has continued to police with distinction. There are difficult problems and people in any city and EPD has managed them well while keeping positive in the process. Even though Eureka has a fairly small population, you police big city problems. You just haven't had the luxury of overwhelming numbers of officers, detectives, dispatchers and civilian staff. The workload you shoulder is substantial and heavy. Society has asked a lot of you and EPD has risen to the occasion. Thank you!

I want you to know I have not come to bring San Diego to you. San Diego PD is a great Department, one I am proud to have been a part of, but San Diego did not write the book on policing in Eureka. I have come to listen to you, understand your hopes, dreams and desires and work with you to make Eureka the safest city in the North Coast. There are ideas I have learned and tools I acquired over the past 30 plus years of policing. Some will be a good fit for Eureka and others will not work. We will evaluate those ideas based on the problems we encounter and the fit for Eureka. I have no sacred cows in my arsenal. All innovations and ideas are on the table and implemented only when they work well.

As a dad of three grown daughters and 32 years of marriage, I have learned to listen. I don't listen very well at times, but I do listen. When taking the hearing test for this job the audiologist noted my hearing was 100%. Cathy heard that and responded, "So you have been ignoring me for all these years?" Guilty! as charged. I will sit down with each person in the Department to listen and take notes. I want you to be frank and honest while speaking your mind. If comfortable please share your family with me also because they are why we police and it helps me understand you and the culture of this organization. I hope you find comfort and me approachable in this regard. I am generally relaxed and friendly and firmly believe in letting you do your job with minimal interference.

I began policing in Michigan in 1977. There is one principal I have held all of these years and it still rings true today. ***Policing has to be fun.*** This is the best job in the world! No one else can do the things we do, legally. On top of it, they pay us. Few people can understand the terror of a foot pursuit with an armed shooter, the joy of making a once in a life time case, the pain of burying a colleague or the hope of delivering new life. Most have not sacrificed by missing birthdays, Christmas and anniversaries while sitting in Dispatch. They don't get the loneliness of getting buried in the evidence room or digging out from mountains of police reports that need to be filed. I do understand your pain and have lived it. I missed volleyball tournaments, prom photos, fist dates and church events. My goal is to get you to those important events as often as possible and in the midst of it all police well and have fun. Join me for the ride.

Do prepare to help me move forward in a positive, yet strong and decisive manner. Together we will create plans for the future that make sense for us and the citizens of Eureka.

I look ahead to getting to know and work with each of you.

## **FIELD OPERATIONS – Patrol and other Police Services**

Between July 1, 2013 and September 30, 2013, Eureka Police Officers responded to 11,838 calls for service and conducted approximately 6,125 self-initiated enforcement actions resulting in 2959 written reports and 1392 arrests.

### **Selected Calls of Interest:**

Shortly after 7:00 am, on August 5<sup>th</sup>, Officer Louis Altic was patrolling the southwest part of Eureka. On that particular day, Officer Altic was driving a patrol car recently equipped with the Automated License Plate Reader System, or ALPS. For this reason, the officer chose to make the most of his assigned vehicle and check some of the more likely locations for criminal activity, specifically suspicious or potentially stolen vehicles.

One such area is the parking lot, just west of the Herrick Ave. overpass. As Officer Altic pulled into the lot, he immediately noticed the brake lights illuminate on a rough looking Chevy SUV. Believing the driver's motivation for leaving at that particular moment just might be the result of the arrival of a police car, Officer Altic pulled out to follow the SUV and to check the license plate. Sure enough, upon running a check on the license plate of the SUV, Officer Altic heard the response from dispatch that always get an officer's blood pumping: "3B89....that vehicle returns 10851." Translated to plain English, this means, "That car is STOLEN!"

In an effort to gain time and to coordinate the response of back-up units, Officer Altic decided to drop back from the SUV, hoping the driver would believe he was not the target of the officer's attention. The now suspect driver, proceeded north on Broadway at the speed limit, while Officer Altic kept the vehicle in his sights and updated fellow officers with the direction and progress.

After only a few minutes, the suspect made an abrupt U-turn, forcing Officer Altic to follow the vehicle and cue the driver that he was now, most definitely the target of the officer's attention. A short pursuit ensued, but the responding officers had done a good job of boxing in the suspect's avenues for escape and within minutes, the suspect drove over a deployed spike strip. And this brought about the proverbial moment of truth for a suspect.....does he (or she) admit defeat and give up, or does he jump out of the car to fight or run. In this case, the suspect opted for the latter, leaving his passenger in the car and fleeing from the driver's seat. Officer Altic immediately pursued the suspect on foot, but because the other officers had done such a good job coordinating their approach, the suspect ended up fleeing from Altic, but right toward Officers Whitmer and Crnich.

Whitmer, being the featherweight of the two officers, was first to catch up to the suspect and grabbed hold of his shirt, which quickly tore loose. It was enough to slow him down so that Officer Crnich was able to catch up and drive the suspect against the wall of a nearby garage, with a full body slam. Now, before you go thinking, "Oh that poor suspect...." realize that the suspect was 6'4", 200 lbs, with several tattoos, including a skull and crossbones, as well as the letters L U R C H, across his upper back. And now the real fight had just begun.

The suspect made an all out effort to fight his way free of the officers, and in the end it took the concerted effort of all three officers, as well as the use of a Taser before the suspect finally gave up. As it turned out, the suspect was a wanted parolee, with a lengthy criminal history.



Hats off to the officers involved in this particular incident for their commitment....To the community, to their profession, and to each other.

Sgt. Kay Howden



Jeremiah J. LINDKE

#### **OFFICERS ENCOUNTER SUICIDAL FELON WITH GUN**



In the early morning hours of August 6<sup>th</sup>, 2013, Eureka Police Department officers were dispatched to a 44 year old suicidal male armed with a handgun. The upset male called 9-1-1 reporting he was under the influence of heroin and had a gun to his chest. The male further stated he had cut his arm with a razor blade.

The three responding officers located the subject, Forrest Vandorn, at the old Arctic Circle parking lot off 5<sup>th</sup> Street. Vandorn had a cell phone in his left hand and his right hand was hidden under his armpit. When the first officer on scene asked if he needed help, Vandorn stated he did not want the "cops." When Vandorn was then asked if he had any weapons, he answered by exposing his right hand and showing the officer he was holding a small .25 caliber handgun. He was also seen to be

bleeding from one hand. Vandorn refused the officers' repeated commands to put the weapon down. He then turned his back on them and walked away.

As officers followed Vandorn in an attempt to contain his movements, he held the pistol under his chin. Vandorn walked to a wall where he turned around and faced the officers with the gun still pointed toward his chin. The officers covered the Vandorn with their firearms as they attempted to negotiate with him. During these tense moments, Vandorn lowered the pistol from his chin down to his side. During this process, the firearm was briefly pointing in the direction of one of the officers.

Continued negotiations were eventually successful and Vandorn put the pistol down and was taken into custody.

Vandorn was arrested and booked into the county jail for being a felon in possession of a firearm. His pistol was found to be loaded with live rounds in the chamber and magazine.

The involved officers were later commended for their courage, calm restraint, and steady judgment during this very tense and volatile incident. Their actions may have saved the subject's life and are a credit to the Eureka Police Department and to the community we protect and serve.

### **PAROLEE ARRESTED FOR ASSAULT, KIDNAPPING**

On 8/07/13, at 10:21 PM, Eureka Police Department officers were dispatched to a gas station on the 1300 block of 5<sup>th</sup> Street, Eureka on the report of a possible carjacking that had just occurred. The teenage caller reported her mother was inside a blue minivan when an unknown male subject entered the vehicle and drove it away against her will.

Upon arrival and further investigation, officers learned the 38-year-old victim went to the gas station at the request of a friend in order to recover a van he had loaned to a male named "Ron" who was refusing to return it. When the victim confronted the suspect and attempted to take the vehicle back, the male suspect suddenly drove off at a high rate of speed with her inside. The van's sudden acceleration caused its sliding side door to slam shut, shattering one of the windows.

As officers searched the city for the victim and vehicle, an attempt-to-locate bulletin was issued to law enforcement agencies countywide for the blue 1996 Mercury Villager van.

The victim had left her cell phone with her teenage daughters who were still with officers at the gas station. At approximately 10:57 PM, the very distraught victim phoned her daughter(s) using a phone borrowed from a "good Samaritan." The victim stated she had been held and driven away by the suspect against her will to the vicinity of Henderson and C Streets. She managed to escape when the suspect braked at a dead end street. The victim told officers that during the drive across town, the suspect threatened to kill her and attempted to stab her with a knife. She fought back and managed to take the knife away from him. She held him off with his own knife until she escaped. The victim then walked back toward the gas station until she eventually met someone who let her use his cell phone. Officers responded to the victim's location near Ross Park (11<sup>th</sup>/M Streets) and transported her back to the gas station.

During the course of their continuing investigation, officers positively identified the suspect as Ronald Gene Elwell, age 42 of Eureka. Elwell was on active CDC parole for grand theft and on formal probation for possession of a controlled substance. He also had a felony warrant out for his arrest (for possession of a controlled substance). At approximately 2:10 AM, an EPD sergeant located the Mercury Villager in the parking lot of K-Mart at the south end of Broadway. Elwell was found sleeping inside the van and he was taken into custody at gunpoint without incident.



Elwell was arrested and transported to the Humboldt County Correctional Facility where he was booked on his warrant and on fresh charges including kidnapping, assault with a deadly weapon, criminal threats, brandishing a deadly weapon, and parole violation.

### **SUSPECT ARRESTED FOLLOWING PURSUIT IN STOLEN VEHICLE**

On September 3<sup>rd</sup>, 2013 at about 9:30 PM, a local resident called the Eureka Police Department's (EPD) dispatch center to report someone had just stolen his 2005 Chrysler Sebring convertible from the parking lot of a business on the 600 block of West Harris Street, Eureka. The victim, a Korean War veteran, explained he'd left his vehicle running with the door open while he got out to check for a possible water leak he'd noticed under his engine. While he was leaning over looking for the source of the leak, an unidentified white male with no shirt and multiple tattoos jumped in and drove off in his car. The suspect was last seen driving eastbound on West Harris Street.

EPD officers set up surveillance at several locations around the city as they searched for the stolen Sebring. At 10:06 PM, an officer spotted the Sebring traveling southbound on Broadway near Wabash Avenue. A high risk traffic stop was initiated on the vehicle at Glenn and West Harris Streets once additional police units were in position.

The suspect, later identified as Michael David Podesta (age 38), attempted to evade officers and a short vehicle pursuit ensued. Podesta turned right onto Thomas from Glenn Street and continued westbound at a high rate of speed. Upon reaching the dead end of Gross Street, he abandoned the vehicle and fled on foot toward a nearby greenbelt area. Podesta didn't get very far. Pursuing officers tackled him at the head of the trail leading into the greenbelt and he was taken into custody after a brief struggle. At the time of his arrest, Podesta exhibited symptoms consistent with being under the influence of a central nervous system stimulant such as methamphetamine.



Podesta was transported to the Humboldt County Correctional Facility (HCCF) where he was booked for auto theft, evading, resisting arrest, driving with a suspended license, and violations of his Post Release Community Supervision (PRCS) and probation. *Podesta was on formal felony probation for burglary, receiving/possessing stolen property, and possession of a controlled substance. He was also on Post Release Community Supervision for burglary. (He was released from prison and is now supervised by the Humboldt County Probation Department).*

## **WWII ERA ARTILLERY SHELLS UNCOVERED AT WATERFRONT CONSTRUCTION SITE-EVACUATIONS ORDERED & BOMB SQUAD DEPLOYED**

On 9/17/13, at about 8:00 AM, Eureka Police Department officers were dispatched to a construction site along the waterfront between H and I Streets after construction workers reported uncovering two World War II era artillery shells. The shells were located in separate dirt piles within the construction site.



After confirming the presence of possible undetonated artillery shells, officers established a wide perimeter around the construction site and evacuated neighboring businesses and residences as a precautionary measure. Assistance from the Humboldt County Sheriff's Office Bomb Squad was also requested.

The Bomb Squad subsequently removed the projectiles and transported them in a "single vent explosives transportation trailer" to the Samoa beach where they were destroyed. EPD provided a police escort for the explosives trailer's transportation to the beach. The evacuations were lifted at approximately 11:45 AM.

The first projectile was determined to be empty and inert. The second projectile was filled with an undermined substance and it is unknown whether or not that projectile was "live." The Bomb Squad identified the projectiles as being Navy artillery.

The origin of the artillery shells and how they came to be buried at the construction site is unknown at this time. However, this is not the first time such artillery shells have been found in this particular area, which reportedly was once a scrap metal yard many years ago. A 155 mm artillery shell was uncovered by work crews in July 2012. The shell was safely retrieved and disposed of by the Bomb Squad in that instance as well.





In a photo taken in the 1960s, Eureka police officers hold what appears to be an artillery shell found near the foot of G Street. (File Photo/TIMES-STANDARD)

### **ALPR SYSTEM HELPS CAPTURE ANOTHER WANTED SUBJECT**

In September the Humboldt County Sheriff's Department requested assistance with locating a felony warrant suspect out of Pennsylvania. The suspect was wanted for selling ecstasy to an under-cover officer and was reportedly living at a residence in the 1400 block of "C" Street in Eureka. It was also reported that the suspect was attending College of the Redwoods but it was requested that the arrest not take place at that location. EPD officer subsequently went to the "C" Street address to locate the suspect but learned that it was not a workable address.



A search of the Automatic License Plate Recognition (ALPR) database for prior "reads" on the suspect's vehicle revealed that the vehicle had been "read" by the system while it was parked at the Broadway Motel on three prior occasions. Officers subsequently responded to the motel, located the suspect vehicle and the suspect and took him into custody without incident. The suspect was identified as Joseph Biggica, age 29.



## **Special Projects:**

### **EPD RECEIVES NEW GRANT TO FIGHT ALCOHOL RELATED CRIME**

During this quarter EPD was awarded a \$68,400 grant from the California Department of Alcoholic Beverage Control (ABC) to battle alcohol-related crime.

This grant has come at a crucial time for the City of Eureka and the Police Department when resources are low but alcohol related crime is on the rise. This grant will allow EPD to address problem locations, combat minor's access to alcohol, and improve the quality of life for our citizens.

The grant is one of a limited number of grants awarded in California to local law enforcement agencies through ABC's Grant Assistance Program (GAP).

The grants strengthen local law enforcement efforts by combining the efforts of local police officers and ABC agents. ABC agents have expertise in alcoholic beverage laws and can help communities reduce alcohol-related problems.

"The program improves the quality of life in neighborhoods," said ABC Director Jacob Appelsmith. "We've seen a real difference in the communities where the grant program resources have been invested."

The GAP Program was created in 1995 to strengthen partnerships between ABC and local law enforcement agencies. The program is designed to put bad operators out of business, keep alcohol away from minors and bring penalties such as fines, suspensions or revocations against businesses that violate the law.

The funds will be used to reduce the number of alcoholic beverage sales to minors, obviously intoxicated patrons, illegal solicitations of alcohol, and other criminal activities such as the sale and possession of illegal drugs.

The GAP Program has distributed over \$20 million to local law enforcement to combat alcohol-related crime.

ABC is a Department of the Business, Consumer Services, and Housing Agency.

### **EPD CONDUCTS "MINOR DECOY STING" OPERATION**

The Eureka Police Department, in conjunction with the Humboldt County Sheriff's Dept, cited one (1) clerk for selling alcohol to a minor decoy during a "Minor Decoy Sting" operation on 09/21/2013.

During the sting operation, a minor decoy under the direct supervision of law enforcement, attempted to purchase alcohol from 13 retail licensees within Humboldt County. Those who sold to the minor face a minimum fine of \$250, and/or 24 to 32 hours of community service for a first





violation. In addition, the Department of Alcoholic Beverage Control may take administrative action against the alcoholic beverage license of the business. That may include a fine, a suspension of the license, or the permanent revocation of the license.

The Eureka Police Department, through grant funding from the Department of Alcoholic Beverage Control (ABC), has teamed up with the Humboldt County Sheriff's Department to conduct "decoy stings" in an attempt to reduce the availability of alcohol to minors. Statistics have shown that young people under the age of 21 years old have a higher rate of drunken driving fatalities than the general adult population. It is our goal to extend our efforts county wide to reduce alcohol related crime and fatalities.

The following businesses were checked and SOLD to the minor decoy:

1. Riverwalk 76 Gas Station (1791 Riverwalk Drive)

The following businesses were checked and did NOT sell to the minor decoy:

1. Three Corner's Grocery (5945 Myrtle Ave)
2. United Gas (1679 Myrtle Ave)
3. Myrtlewood Liquors (1648 Myrtle Ave)
4. Fairway Market (590 Herrick Ave)
5. Fortuna Safeway (701 S. Fortuna Blvd)
6. Express Liquors and Cigars (421 N. Fortuna Blvd.)
7. Rio Dell Shell (582 Wildwood Ave)
8. Myrtle Ave Market (2500 Myrtle Ave)
9. Country Club Market (5667 S. Broadway)
10. E&J Liquors – Rio Dell (127 Wildwood Ave)
11. Fortuna Chevron (875 Main Street)
12. R. Village Shell (723 S. Fortuna Blvd)

This project is part of the Department of Alcoholic Beverage Control's Minor Decoy / Shoulder Tap Grant Project, funded by the California Office of Traffic Safety through the National Highway Traffic Safety Administration.

### **K9 Unit Report:**

Since the K9 Unit report was missing from the last quarterly report, information from that quarter is included with this report.

K9 Mikki was certified in May of this year and is now working the streets with Sgt. Howden. Mikki is a two year old Belgian Shepherd and is trained for patrol service work. She's a lot of attitude in a small package and goes by the alias "Howler-Monkey", due to her fairly unique bark. Though lately, on patrol, she seems to have figured out stealth-mode is the better way to operate.

K9 Ella and Officer Franco had a very long search for a hit and run suspect in the dunes of Samoa. This deployment was very near the area where the recent cross-bow murder happened and both Ella and Officer Franco can tell you first hand, how dense some of that brush can be. After much contamination and 30 minutes of sorting through tracks in deep sand, Ella picked up the suspect's trail and was off. Franco and Ella found the suspect, about a mile in on the track, and attempted to

coerce him into surrendering, but the suspect was having none of it, and was off again (after a nice long rest). Ella pinned him down one more time, in a VERY dense thicket of briars and brush, and attempted to gain access, but Officer Franco was unable to get through the thicket to follow his dog.

After several attempts to call the suspect out, Officer Franco made the difficult decision to abort the search. While most cops, and especially K9 handlers, love nothing better than putting the 'habius-biteous' on a deserving criminal, there are some very serious legal and tactical considerations which must be constantly re-evaluated as the pursuit unfolds.

In this particular case, Officer Franco and his partner had effectively out-run all back-up units, the suspect's final hiding area was impossible for Officer Franco to get into - which meant he'd have had to send his dog in alone, without the ability to aid her or the suspect, should the need arise. Also, and perhaps most important, the severity of the originating crime did not warrant the increasing risk. That information, coupled with the fact that this was an assist for an allied agency and calls within the city limits were beginning to stack up, meant the smartest decision was to call off the search.

It cannot be easily described how difficult it is for a handler, who gets that close to the capture of a suspect, to turn around and walk away, but in some rare instances, that is simply the best decision for all concerned.....and there will surely be another day for the cops and the suspect in this case.

Wayne Rabang and K9 Endy are back to patrol part-time now, though Wayne still has some healing to do. For those who are new to the City, Officer Rabang and Endy were broadsided at about 50 mph, by a felony car thief over a year ago. They were lucky to have survived the crash, and gave us a good scare. Wayne's wife, Jen has been a tenacious advocate for his long term health and recovery. (Keep up the good work, Jen!)

Officer LaFrance and K9 Vex are the seasoned veterans of the K9 Unit at the moment, and they continue to rack up the stats for apprehensions and surrenders. To date, EPD's find vs bite ratio, is about half what most district courts, canine liability experts, and the IACP have deemed "reasonable". Simply put, this means our handlers are making sound decisions, are adhering to current case law decisions, and understand that the ultimate goal is the location of a suspect.



Train hard.....



Rest wherever you can.....

## **CRIMINAL INVESTIGATIONS SECTION**

### **GENERAL CIS INFORMATION:**

During this quarter, CIS investigated and/or processed a total of forty-five (45) CWS/APS cross reports, coordinated two (2) extraditions of felony warrant suspects from out of state, handled nine (9) after hours callouts requiring detectives, and assisted allied agencies with two (2) investigations.

September was very busy caseload month for CIS with one homicide, one attempt homicide, and one manslaughter case investigation coming on each other's heels in addition to the "normal" flow of cases referred back to CIS from Patrol.

### **MAJOR CASES:**

During this quarter, the Criminal Investigations Section (CIS) initiated or provided follow-up investigations in a number of felony cases.

Some of the more high profile cases investigated within CIS are listed below.

### **The following is a summary of some of the higher profile cases investigated or adjudicated this quarter:**

#### **Case Number 3C13-6567:**

During this Quarter, CIS Detectives, with assistance from HCDTF, responded to assist Patrol officers with a drug lab explosion at 1125 Searles Street that had multiple injured persons involved.

Detectives responded and began investigating subsequently determining that a "Hash Lab" exploded causing injuries to S1 Ruiz-Guerrero and S2 Hughes and V1 (a minor child). V1 had sustained life threatening burn injuries and was airlifted to Shriner's Children's Hospital in Sacramento.

A search warrant was obtained for the location and subsequently served. Found during the course of that search were items consistent with the manufacture/extraction of hash oil using volatile chemicals and/or volatile gas.

S1 Ruiz-Guerrero provided a recorded interview prior to being booked at HCCF. S2 Hughes was booked into the HCCF after being treated at St. Joseph's Hospital.

S1 Guerrero is facing state charges while S2 Hughes is currently indicted on federal charges. V1 has survived his/her injuries and is still undergoing treatment at Shriner's Children's Hospital.

#### **Case Number 3C13-5172:**

Ruth Elderkin is a local disabled transient. On 6-16-13, she was found by a Big Five Employee at the south side of the Armed Services Recruiters Office significantly injured. Elderkin's facial area was covered in blood. She was conscious but could not speak. Her injuries are significant. She was sent to Santa Rosa for treatment and is in a skilled nursing home. She does not remember the attack. On 7-20-13, a homeless person came forward with information about the

attack. The investigation has revealed the story about her attack and names the suspect's in the case, however the case is non-prosecutable at this time because the victim does not remember the attack and the witnesses are unreliable.



**Case Number 3C13-7949:**

Also during the month of September, Patrol Division officers were dispatched to a “man down” call at the Royal Pacific motel on 5<sup>th</sup> street. CIS Detectives were subsequently called out to take over the investigation as the “man down” had been stabbed to death. This case is on-going with suspect(s) identified.



**Case Number 3C13-8215:**

During September – which was a VERY busy month for CIS in regard to significant person on person assaults – the Patrol Division was dispatched to a shooting victim at the Econo Lodge at 4<sup>th</sup> and R Street in Eureka. CIS Detectives were called to the scene due to locating a victim with a serious and life endangering gunshot wound. The case is still under investigation as an attempted homicide robbery case (PC 664/187; 211).



**Case Number 3C13-8389:**

EPD Patrol Officers were dispatched to a possible assault and battery report at the Budget Motel. The Victim was determined, by EMS, to be heavily intoxicated and suffering from minor injuries. The Victim was transported to St. Joseph's hospital for treatment. Later that day, Officers were summoned to the hospital as the Victim had been determined to have a significant brain bleed and was being transported out of county for treatment. The Victim succumbed to a subdural hematoma and was pronounced deceased at Santa Rosa Memorial Hospital. The case is still under investigation with an identified suspect.

### **CIS/EVIDENCE SECTION:**

During this quarter, CIS/Evidence has continued to process numerous vehicles, residences, and digital media along with crimes scenes.

The forensic processing of digital media – primarily cell phones – has continued to be a time consuming job, but has resulted in valuable case evidence.

Det. Wilcox has had assistance from Reserve Officer Jim Armstrong in processing evidence during this quarter, which has freed additional time for Det. Wilcox to devote to case investigations.

### **MISSING PERSON/RUNAWAY JUVENILES:**

During the past quarter there have been 67 missing adult and 70 missing/runaway juvenile reports filed with our agency, totalling 137.

There have been 20 W&I citations issued to runaway juveniles.

In January 2013, a man reported his son as a missing person (MP). The father said that he last had contact with his son in January 2011, when he dropped him off at the airport in Alaska to come to school at College of the Redwoods. It was discovered that the MP never applied at College of the Redwoods and that the sandwich shop that he was supposed to be working at had never heard of him. In February the father was contacted for more information and any other relatives that the MP may be in contact with. Information was received from the father but was not able to contact anyone on his contact list. In March 2013, the MP contacted the father via email and said that he was fine but did not give a location for law enforcement contact. I requested information from Anchorage, AK, on former addresses of the MP in case he returned to Alaska. None of the contacts provided were useful. I finally contacted the MP's sister. She said she had no contact with her brother for a couple of years and did not want to give a DNA sample. In April, I received information on how to contact the father's mother, who had been estranged from her family since the children were small. She did not know where the MP could be or with what relative he might be in touch with. In mid-July 2013, we received a locate teletype from Versailles, MO. The MP was part of a travelling carnival and was reported to be okay.

In August 2013, a father reported his daughter as a missing person (MP). The RP said that he had not heard from the MP since April 2012. The RP said that the MP said that she and her boyfriend were being chased by the Aryan Brotherhood and that they were leaving the area and he would never hear from her again. The MP left Arizona and came to Eureka where she and her boyfriend briefly resided. I have had several former address checked in Arizona and California with no success. There is the possibility that they have moved to South Dakota. Dental x-rays have been collected and uploaded to the national missing person's data base. I have contacted law enforcement in Arizona to collect DNA. This is an open and ongoing investigation.

### **Missing person Raymond Anderson Found Deceased (Follow up Report):**

63 year old Raymond Anderson was last seen at a Redding Motel on May 23<sup>rd</sup>, 2013 at about 0900 hours. He was driving a blue 1991 Chevy Caprice. Anderson was expected to drive back to Eureka



on the same day. His cell phone was last used in Weaverville at about 1200 hours. Anderson was reported by friends as missing several days later.

Among the investigative efforts, the California Highway Patrol office in Redding flew both plane and helicopter along Highway 299 all the way to the coast. Anderson's car was not located.

On July 9<sup>th</sup>, a Cal Trans employee took an excursion off of Highway 299 down a steep embankment towards the Trinity River. The employee located Anderson's car several hundred feet below Highway 299 in very thick brush and trees. The vehicle was not visible from the air. Skeletal remains were found near the vehicle.

The Trinity County Sheriff's Department will handle the death investigation. The cause of death and an official positive identification will be determined by the Trinity County Sheriff Department. This process may take several weeks.

The Trinity County CHP is handling the accident investigation.

The California Department of Justice – DNA processing confirmed the remains as belonging to Mr. Anderson.



#### **SHOPLIFTER-IN-CUSTODY PROGRAM:**

There were 40 shoplifter-in-custody cases handled with 34 warrants/citations issued for the suspects. Six juvenile citations issued.

## **TRAINING:**

Sr. Det. Wilcox attended search warrants for digital evidence class during this quarter sponsored by the California District Attorneys Association (CDAA).

## **PERSONNEL:**

We continue to work understaffed – with one vacant detective position – and make adjustments and case management changes in CIS due to our minimal staffing of three detectives and a supervisor carrying the caseloads. This has proven to be very challenging after the month of September with three of four detectives conducting homicide investigations as well as all the other (person on person crimes, sex crimes, and property crimes) cases coming into the section for follow-up.

## **PROBLEM ORIENTED POLICING**

**The following cases are just a sample of some of the cases investigated by the Problem Oriented Policing Unit (POP) during the third quarter of 2013.**

On 07/03/13, Problem Oriented Policing (POP) detectives and patrol officers from the Eureka Police Department served a search warrant at the 1300 block of McDonald Street, in Eureka. The search warrant service was due in part to numerous neighborhood complaints regarding suspected drug activity coming from this location.

During the service of the search warrant, detectives located approximately 2 ½ ounces of methamphetamine locked inside a small safe. The methamphetamine, digital scales, police scanner and additional items of interest were seized and booked in as evidence.

As a result of the investigation, Mark Burdick (age 45), was taken into custody for Possession of Methamphetamine for Sales. Burdick was transported and booked into the Humboldt County Correctional Facility, however, due to jail overcrowding, he was cited and released.



**Burdick's dope, scales, scanner and hiding spot (Rockstar Can)**



**Burdick's Dope**



**Mark Burdick**

On 07/23/13, detectives from the Eureka Police Department's Problem Oriented Policing Unit (POP) served a search warrant on a residence at the 1300 block of Myrtle Avenue in Eureka. The search warrant was served as part of an ongoing POP investigation regarding the resident, Kristen Ray Perkett (age 50).

As a result of the search, detectives located over an ounce of methamphetamine, a digital gram scale, packaging, and drug use paraphernalia. Perkett was arrested and transported to the Humboldt County Correctional Facility where he was booked for Possession of Methamphetamine for Sale, Possession of Paraphernalia, and Maintaining a Residence for Providing Controlled Substances.



**Kristen Perkett**



**Perkett's Meth**

At about 1:00 a.m. on Saturday (08/10/13), officers with the Eureka Police Department were dispatched to security check a residence in the 1700 block of "P" Street. The reporting party told dispatch there was an open door to a residence at this location, and that the door had possibly been open for a couple of days.

When the officers arrived on scene, they discovered a door on the north side of the residence standing open. The officers entered to conduct a security check and found the residence was being utilized as a commercial marijuana growing operation. With their discovery, the officers notified detectives from the Problem Oriented Policing Unit (POP), who responded and took over the investigation.

A search warrant for the residence was obtained and served at about 4:00 a.m. During their search detectives located and seized 298 budding marijuana plants, which were ready for harvest. It appeared the residence was not being lived in, but was instead being used specifically to grow marijuana.



**Grow in back room**



**Grow in garage**



**Junction box in hallway**



**And you wonder why we have house fires!**

On 08.27.13, at about 4:00 a.m., a deputy with the Humboldt County Sheriff's Office (HCSO) contacted Jorge Ramirez-Mendez (age 24) and Teresa Graham (age 25) at a motel in the 800 block of Main Street in Fortuna. The HCSO deputy recognized Ramirez-Mendez and Graham as two subjects who were being investigated by the Eureka Police Department's Problem Oriented Policing Unit (POP) for methamphetamine sales.



The HCSO deputy contacted POP detectives, who took over the investigation. A search warrant was obtained for Ramirez-Mendez and Graham's motel room and vehicle. With the assistance of a Humboldt County Drug Task Force agent (DTF), POP served the search warrant. As a result of the search, detectives located over an ounce (32.4 grams) of methamphetamine, approximately 6 lbs of processed marijuana, and numerous illegally possessed prescription medications.

As a result of the investigation, Ramirez-Mendez was arrested for Possession of a Controlled Substance for Sales. Graham was arrested for Possession of a Controlled Substance and for a Probation Violation. Both subjects were transported to the Humboldt County Correctional Facility where they were booked for the above charges.



**Jorge Ramirez-Mendez**



**Teresa Graham**



**Ramirez-Mendez and Graham's Meth**

On 09/12/13, detectives with the Eureka Police Departments Problem Oriented Policing Unit (POP) responded to a motel at the 1400 block of 4<sup>th</sup> Street, regarding numerous drug trafficking complaints. Upon their arrival, detectives contacted Paul McElroy (age 51) walking away from a room at the motel. McElroy was taken into custody for outstanding warrants and possession of drug paraphernalia.

Once McElroy was in custody, the detectives responded to the room McElroy was walking away from. There they contacted Roscoe Reidel (age 37), who is on searchable probation. Reidel was immediately taken into custody for an outstanding felony warrant. A search of Reidel's room yielded 7.2 grams of heroin, numerous illegally possessed prescription medications, 110 grams of processed marijuana, scales and packaging material.

Both McElroy and Reidel were taken into custody and booked into the Humboldt County Correctional Facility. McElroy was booked for the outstanding warrant and possession of drug paraphernalia. Reidel was booked for his outstanding felony warrant and for Possession of a Controlled Substance for Sales.

Once McElroy and Reidel were on their way to jail, the detectives went to another problem room at this complex. There they contacted Lavarr Erickson (age 62), Jodene Aubrey (age 37) and Regina Silk (age 24). Both Aubrey and Silk were detained for outstanding felony warrants. A search of Erickson's room yielded 12.7 grams of methamphetamine, a syringe loaded with heroin, numerous illegally possessed prescription medications, 426 grams of processed marijuana, scales and packaging material.

Erickson, Aubrey and Silk were taken into custody and transported to the Humboldt County Correctional Facility for Possession of Methamphetamine for Sales and Possession of Heroin. Aubrey and Silk were also booked for their outstanding felony warrants.



**Paul McElroy**



**Roscoe Reidel**



**Lavarr Erickson**





Some of Reidel's Heroin



Uncapped syringe full of heroin



Baggie of meth next to open knife



**Jodene Aubrey**



**Regina Silk**

On 09/25/13 detectives with the Eureka Police Department's Problem Oriented Policing Unit (POP), contacted Rodrigo Moreno Rios (37) during a traffic stop in the 1600 block of Highland Avenue, in Eureka. Rios was detained at the scene based on a search warrant the detectives had obtained, prior to the traffic stop.

As a result of their investigation, the detectives located approximately 17 grams of heroin. Rios was taken into custody and booked into the Humboldt County Correctional Facility for Driving While Unlicensed and Possession of Heroin for Sales.

Rios, who is a previously deported felon, was arrested in 2007 for Driving While Unlicensed, Possession of Heroin for sales, and Transportation of Heroin. As a result of that arrest, Rios was sent to prison then deported.



**Rios' Heroin**



**Rios' Heroin – Unpackaged**



**Rodrigo Moreno Rios**



**Rios' Heroin on top of his Music CD**

## **TRAFFIC**

During this quarter EPD took 163 traffic collision reports ranging from non injury “fender benders” to fatal collisions. This was up from last quarter where EPD took 159 collision reports. There were numerous collisions this quarter that were a police report was not taken because the collision was very minor, there were no injuries and the parties exchanged their information therefore handling it civilly. These collisions are not counted in our stats.



This Collision occurred when the driver of a northbound vehicle on “J” street failed to stop at the stop sign and collided with a Ford F-250 causing it to roll over. The drivers received only minor injuries.

#### Traffic Collision Comparison by Quarter

	<u>This Quarter</u>	<u>Last Quarter</u>
Total Collisions	163	159
Fatal Collisions	1	2
Injury Collisions	52	48
DUI Collisions	9	12
Bicycle Collisions	6	8
Pedestrian Collisions	7	6





The driver of this vehicle failed to stop at a stop sign and collided with the F-250 from the previous page.

#### Citation Comparison

Total citations this quarter: **907**

Total citations last quarter: **904**

#### DUI Arrest comparison

Total DUI arrests this quarter: **60**

Total DUI arrests last quarter: **65**



The suspected impaired driver of this vehicle collided with a power pole when he ran off the road on Fairway Drive.

## HOMELESS LIAISON

On August 13<sup>th</sup> I rode with Officer Crnich for the day. It was both busy and rewarding. One of the events of the day was when Officer Crnich noticed an argument happening on the side of the road on Broadway. He stopped to see what was going on. During the contact we found out that the five year old named Gage, had his bike stolen earlier in the day. The family was staying at a shelter until they could secure housing. Gage was upset that his bike had been stolen and we offered to try and find him a replacement bike. A woman named Rachel donated a bike to EPD to give to Gage. In addition to the bike, she donated a \$25 gift card to target to buy a helmet to go with the bike. She and her son also donated a really nice Cars jacket for Gage. This family was very happy to receive these gifts. Gage wants to be a police officer when he grows up. We live in an amazing, caring community.



Officer Cory Crnich with Gage and his new bike.

## SCHOOLS/EXPLORERS



The Eureka Police Department Explorers, POST #104 had only one duty function during the summer break (Post was down for summer break June 15<sup>th</sup> to September 5, 2013). Four (4) EPD Explorers manned and assisted PSO's with the crime prevention/lost child booth at the 4<sup>th</sup> of July festival in Old Town on Thursday 7/4/13 from 1000 to 1800 hours.



Our first EPD Explorer Post #104 meeting was on 9/5/13 at the start of the new school year for Humboldt County schools. The Month of September is our recruiting month for the Post. Recruitment was successful, we have added to (10) ten new Explorers to our rosters which now has the Post at (14) fourteen registered youth in the program. We have begun outfitting the new Explorers with uniforms, and establishing the mandatory (50) fifty hour training program.

We also had a promotion process within the Post; Explorer Kyle Millot is now a Corporal in charge of the two (2) squads. We will be filling the Post Captain, Lieutenant, and Sergeant positions in the near future as the Post expands with new recruitment.

With the start of the new Quarter we will bid farewell and good luck to the Post Captain, Explorer Shane Basden who is departing for service with the United States Army, Military Police. Explorer Basden who is an original Post member will be honored on the evening of October 17<sup>th</sup> with a send off BBQ dinner with his parents and fellow Explorer Post members and Advisory Staff in attendance. We all wish Shane the best in his future career with the US Army and thank him for serving his Country.

## **COMMUNICATIONS**

### **Assignments:**

Brittany Wilson was assigned as a Communications Training Officer and successfully completed training her first trainee from July 2- August 15, 2013. Brittany joins fellow Communications Training Officers; Senior Dispatchers Amanda Waters, Traci Gagnon and Jennelle Crnich. The CTO team is a group of hard working trainers who are dedicated to the success of the trainee, Communications Center, Department and Dispatching Profession. The CTO team makes a positive difference and plays an important role in Public Safety.

Mary Clark successfully completed the 22 week Communications Dispatcher Training Program on August 15, 2013. Mary completed her first solo watch the following day. Mary continues to learn and improve the vital skills taught to her during her training.

Michelle Reyna-Sanchez was promoted to Communications Manager on September 16, 2013. Michelle has 11 years of Dispatch experience and has worked as a Dispatcher, Communications Training Officer, Tactical Dispatcher, Senior Dispatcher and Dispatch Supervisor.

Police Officer Beau Southwell was assigned to Communications while on light duty on September 16, 2013. Ofc. Southwell is learning how to be a call taker for non emergency calls and non priority radio traffic. Officer Southwell's positive attitude and willingness to learn the profession "on the other side of the radio" is commendable.



The Communications Center has utilized the CodeRED system to send critical communications, from evacuations, tsunami notices to missing child alerts to the residents of Eureka since 2004.

Messages are delivered to preapproved phone numbers and will be delivered in their entirety whether the call is picked up by a person or an answering device. If you miss the message, you may dial back the number on your caller ID and the CodeRED system will redeliver the original message. Email addresses can also be utilized to received messages. Your contact information remains private and is only accessed and used for notifications.

If you are a resident of Eureka and you would like to register or update your phone number, address or email address for the City of Eureka's CodeRED system; log on to the City of Eureka's website <http://www.ci.eureka.ca.gov/> scroll down to the bottom of the page, click on the Code Red link on the left side of the page at "*sign up for the Code Red Emergency Notification System*" and submit the requested information.

### **911 Call Summary July**

	<u>PSAP * Eureka</u>	<u>Humboldt County PSAP Average</u>
911-	2369	1453
Abandoned		
911-	162	97
Total 911 -	2531	1550

### **911 Call Summary August**

	<u>PSAP Eureka</u>	<u>Humboldt County PSAP Average</u>
911-	2692	1527
Abandoned		
911-	156	104
Total 911 -	2848	1632

### **911 Call Summary September**

	<u>PSAP Eureka</u>	<u>Humboldt County PSAP Average</u>
911-	2408	1479
Abandoned		
911-	127	192
Total 911 -	2535	1571

\*PSAP = Public Safety Answering Point

## RECORDS

Records- As I write this we no longer are in need of a volunteer, as I wrote in last quarterly report! Next report you will see a Welcome Back note!

Docview.com – What is it? Docview is a free service to agencies that allows our traffic crash reports to be made available for sale via docview.us.com purchase site. The implementation is in its last area of approval. How did we find out about it? Well, innocently Erin's son was involved in a motorcycle crash in Arizona. In order to access a copy of the crash Erin found Mesa Police Department's process was very simple and easy. This brought to her attention something useful for her agency. Sure, a negative happened but it brought about a positive. BTW – her son, our old police car washer in the early 2000's is well.



Parking –

In this three month period during 2012: 1,561 parking tickets were issued vs. 1,043 in the same three month period during 2013. Why the difference? Simple, we had our current Officer Ben Omev working as a Public Services Officer assigned to aide our regular Parking Enforcement Officer! This shows there are violations that generate revenue in the City if there are more feet on the street to “fine” them!



IT IS HERE! Eureka Police Department now accepts credit cards as an alternate form of payment. The system is working well! With this option we have more satisfied clients. Records has inquired about accommodating citizens to pay parking tickets online also! More to come!

## VOLUNTEERS

The Eureka Volunteer Patrol and other volunteers were busy again this quarter totaling 326 hours of service to the Community. The Volunteer Patrol consists of 8 members who each average approximately 13.58 hours per month of service. In this quarter, they covered 770 miles and performed 18 vacation checks. EVP received \$95 in donations this quarter from various citizens.

Our Volunteer Reserve Officer Mike Stephen, logged in 68 volunteer hours this quarter performing background investigations, assists in Patrol, DUI checkpoints, assisting SRO Jenkins at the schools and many areas as requested and as an advisor for our Explorer POST 104.



- To Eureka Volunteer Patrol from a citizen who uses their services and says they do a wonderful job.
- To Lieutenant Zanotti from Eureka Mainstreet, to thank him for all the help he and Eureka Police Department provided for the 4<sup>th</sup> of July festival.
- To Officers Greg Hill and Ben Omev from Fortuna Chief William Dobberstein for their ensuring even security and providing a safe environment for patrons during the Friday Night Motorsports.
- To Officers Drake Goodale, John Gordon and Amber Cosetti from Sgt. Steve Watson to acknowledge and commend them for their courage, calm restraint, and steady judgment during a very tense and volatile incident involving a suicidal man under the influence of heroin and holding a .25 caliber handgun to his chest.
- To Chief Harpham and Senior Administrative Assistant Mary Kirby from Ken and Linda Bareilles for kind words and understanding regarding a family member.
- To Eureka Police Department from Dolores Blanc of Bedliners Plus to thank us for responding to her request to clean up a vacant lot near her business. Overgrown weeds were obstructing traffic and it had become a transient camp.
- To Traffic Officer Greg Hill from Karen and Megan Varner to thank him for being nice and professional at Megan's accident the day before.
- To Officer Cory Crnich from Thomas Russell: "I love you guys! Tank was stolen from me, when Officer Crnich found Tank he looked for me at 3:00 in the morning, brought me to the station, and gave me Tank back. Tank is my life, and I love you guys."

## **NEW HIRES/PROMOTIONS/SEPARATIONS**

### **New Hires:**

Stephen Linfoot appointed Police Officer

Ethan Miller appointed Police Officer

### **Promotions:**

Police Records Specialist DeeAnna McGraw promoted to Police Services Officer.

Communications Dispatcher Michelle Reyna Sanchez promoted to Communications Manager

### **Separations:**

Police Officer Justin Winkle resigned to work at Humboldt State University Police Department

Communications Dispatcher Karina Timmer

Communications Dispatcher Christiano Esparza



# Memo

To: Michael Knight, Interim City Manager  
From: Paul Rodrigues, Finance Director  
Date: September 30, 2013  
Re: Finance Department Quarterly Status Report

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The following activities and accomplishments took place in the Finance Department during the months of July through September 2013:

**Sales Tax Revenues:** Sales tax totaling \$1,722,511 was received during the quarter ending September 30, 2013. This amount represents a 4.2% cash basis increase compared to the same quarter last year.

**Transaction and Use Tax:** TUT totaled \$494,422 for the quarter ending September 30, 2013. This represents a 3.2% cash basis increase compared to the same quarter last year. Effective April 1, 2011, the "Measure O" TUT was implemented. The City received \$997,355 on the cash basis during the quarter ending September 30, 2013, representing an 2.5% cash basis increase compared to the same quarter last year.

**Finance Advisory Committee:** The FAC held no meetings during the months of July through September 2013. Current FAC projects primarily consist of City budget policy recommendations, as well as providing oversight of the Measure O funds. .

**Annual Financial Audit:** The firm of Moss, Levy & Hartzheim was selected to perform the City's audit for the June 30, 2011 through June 30, 2013 fiscal years. They performed preliminary fieldwork in July and will return to complete their fieldwork later in November.

**Budget:** The City Council held two workshops for the 2013-2014 budget, and approved the budget at the June 18<sup>th</sup>, 2013 Eureka City Council meeting. Staff implemented changes from both workshops and is pleased to have presented a "balanced budget", a credit to the City Council and all City departments.

**IT Report:**

IT was moved into the City Clerk/Chief Information Officer Department beginning July 2013.



# Humboldt Bay Fire

## Fire Wire Quarterly Report

*HBF represents the cooperative consolidation between Humboldt Fire District and the Eureka Fire Department*

### Our Mission:

*Committed to community service through leadership, vision, and integrity.*

## Fire Chief's Message

Greetings and welcome to this quarter's edition of our newsletter. As you know from reading past newsletters, "Customer Service" is at the forefront of the work we do. With that said I wanted to provide you with two examples of how our firefighters provided "customer service".

Recently one of our engine companies responded to a medical emergency at the Target parking lot. When they arrived on the scene they found a husband and wife who were traveling from out of town with the wife suffering a medical emergency and needing transport to the hospital. So, following treatment by our firefighters, the wife went off to the hospital in the ambulance leaving the husband behind in the parking lot. As mentioned complicating the problem was the fact that the couple was traveling and their vehicle was hooked to a travel trailer and the husband had no idea

where the hospital was located or how to get there. Therefore the engine crew decided to assist the husband by helping him unhook his trailer from the vehicle so he could more easily travel to the hospital. They then led him to the hospital where he could check on the condition of his wife and be by her side.

A few weeks after this incident we received a call from the couple's son who advised that though he too works for a fire department, his department would never allow them to go out of their way and provide the level of "customer service" that our crew did. He was very appreciative of the way his parents were treated and assisted.

Another recent example was a woman who had run out of gas on a busy street and at the same time had one of her tires go flat. As our engine crew was driving by they stopped to see if they could assist. They



**Fire Chief Ken Woods**

helped her by adding fuel to the vehicle and then followed her a short distance to a location where they put air in the tire in order for her to drive to a repair shop. Though it wasn't an emergency they were able to safely assist her in getting the help she needed to continue on her way.

At Humboldt Bay Fire we know that it's our job to respond to emergencies and try to make things better for the victims, be it a medical emergency, vehicle accident or fire, but we also understand

that our job doesn't end there. We are committed to helping victims beyond the initial emergency situation and will work to get them back to as normal a condition in their lives as possible. We will also work to assist community members in non-emergency situations as well.

Though these were just two examples of the many comments I receive regarding the way our firefighters provide "customer service" to the community every day, I wanted to share them with you as I believe they are representative of the fact that "customer service" is more than just a saying in our department but a part of the everyday way we do business. I also wanted to share it with you as I am very proud that our firefighters understand the true meaning of "customer service", and they practice it every day in the field.

## Fire Sprinkler and Alarm Systems

Fire sprinkler and alarm systems have been installed in three Humboldt Bay Fire Stations. The project was funded by a \$200,000.00 Federal Assistance for Firefighter Grant. The grant funded the installation of an automatic fire alarm system and sprinkler systems at Fire Stations 3 and 4, and a fire alarm system at our Headquarters Fire Station.

These systems will protect our ability to maintain our service to the community should there be a fire at one of these stations. The loss of any of our capabilities from fire

would significantly reduce our ability to serve the community's variety of emergency response needs. The early detection and suppression of a fire will help to insure that our firefighters, stations, vehicles and equipment will be there when needed.

Fires at fire stations are not unheard-of. Building fires are more common than most people realize. An average home, for example, can expect five fires in its lifetime. While most of those fires will be small, fires resulting in little or no damage, one in four homes will experience a fire large enough to be reportable to the fire department.\*

## by Assistant Chief Rusty Goodlive

In all buildings, fire sprinklers are the most effective protection of life and property from fire. Sprinklers confine fires to the room of origin in 95% of fires with an 83% reduction in fire deaths and a 40-70% reduction in property loss.\*

Fire sprinklers don't work like you see on TV; they do not all go off at once. Each sprinkler head is sensitive to heat and only the head(s) over the fire will activate. Sprinklers control almost all fires with just one or two heads activated. Water damage from sprinklers is a fraction of fire damage in buildings not equipped with

sprinklers.\*

Fire alarm systems provide early notification to building occupants and notification of an alarm company dispatcher. Like interconnected smoke alarms in homes, the activation of a fire alarm system will sound an alarm throughout a building. In a large building like our Headquarters fire station, personnel could easily be somewhere remote from the fire with a critical time delay before they became aware of the fire. The automatic notification of the alarm company insures an immediate

## Third Quarter 2013

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### 2013 3rd Quarter Response Statistics

<b>Structure Fire Response—23</b>
<b>Vehicle Fire Response—5</b>
<b>Rubbish/Outside Fire Response—45</b>
<b>Medical Aid Response—657</b>
<b>Extrication/Water Rescue Response—4</b>
<b>Other Response—673</b>
<b>TOTAL—1,407</b>

response to an alarm when personnel are not in the station.

Fire stations, like homes and other buildings, are at risk of fires. And like the occupants of homes and other buildings, the best life safety fire protection system for firefighters and facilities is a fire sprinkler system and early notification systems. These systems will help to insure Humboldt Bay Fire continues to provide our current services should there be a fire in one of these stations.

\*National Fire Protection Assoc.



## HBF Identity And Philosophy by Captain Timothy Citro

On January 1<sup>st</sup> 2013, the line staffs from Humboldt Fire District #1 and Eureka Fire Department were "mixed". In other words, both agency's employees are now working together at all five stations. Prior to the consolidation and creation of Humboldt Bay Fire, District employees only staffed the Fire District's two stations and City employees only staffed the City's three fire stations. There are now five Humboldt Bay Fire Stations that are staffed by Humboldt Bay Firefighters.

**"Humboldt Bay Fire has created a new identity with philosophies that go beyond just fighting fire. Every member of the organization embraces the "community first" lifestyle within the single Humboldt Bay Fire organization."**

Since the mixing of the crews there have been the usual adjustments. Just like moving into a new home, firefighters were learning the daily routine, where everything was stored, how the stations were maintained and learning to live with different firefighters. Humboldt Bay firefighters work 48 hour shifts and adjusting to living with new firefighters is a change. Firefighters

also had to train together to develop crew continuity and learn the buildings, geography and hazards of the "first-in" areas of their new station.

The mixing of City and District crews is one of the most important steps taken during the process of consolidation and the firefighters are adjusting well to their new surroundings. Combined training has led to more efficient operations and identification of "best practices" on emergencies. With the

mixing of personnel, Humboldt Bay Fire has created a new identity with philosophies that go beyond just fighting fire. Every member of the organization embraces the "community first" lifestyle within the single Humboldt Bay Fire organization. We welcome input from our citizens on how we can improve our service. Please email us with your comments to [info@hbfire.org](mailto:info@hbfire.org).

## HBF Provides Training To The Community by Battalion Chief Chris Emmons

Humboldt Bay Fire is not just a Fire and Rescue agency. We provide free educational opportunities to our community members on topics such as Disaster Preparedness, Home Safety, Workplace Safety, and Fire Extinguisher Training. For a nominal fee for supplies, we also provide CPR and Medic First Aid classes to both private groups and in a public setting. We also install child safety seats and the appropriate information to properly secure a child in a safety seat. The Humboldt

Bay Fire Prevention Bureau is available to come to job sites, schools, and community assemblies and will provide training ranging from lectures to hands-on safety training involving live fire.

If you are interested in having the experts from your Humboldt Bay Fire Prevention Bureau provide training, contact Humboldt Bay Fire at (707) 441-4000.



Humboldt Bay Fire firefighters John Goodman, left, David Terry, Michael Landry, Andrew Hawkins, and Matt Dennis stand atop the Renaissance Tower in downtown Sacramento during the 5th Annual 9/11 Memorial Climb.

## Humboldt Bay Fire Anniversaries and New Hires

### Anniversaries:

Volunteer Greg Jernigan, 29 yrs (July)  
Captain Jim Andresen, 26 yrs (July)  
Assistant Chief Rusty Goodlive, 22 yrs (August)  
Captain Il Dan Salinger, 18 yrs (July)  
Photographer Gary Stone, 17 yrs (August)  
Battalion Chief Kent Hulbert, 17 yrs (August)  
Engineer Jeff Broberg, 17 yrs (August)

Captain Carl Gossien, 16 yrs (September)  
Captain Jeff Nicklas, 16 yrs (September)  
Battalion Chief Sean Robertson, 15 yrs (August)  
Battalion Chief Ed Laidlaw, 14 yrs (August)  
Engineer Kevin Voorhees, 11 yrs (August)  
Engineer Chris Mitchell, 11 yrs (August)  
Engineer Matt McFarland, 11 yrs (August)

Engineer Rick Lahargoue, 11 yrs (August)  
Engineer Brooks Conner, 11 yrs (August)  
Engineer Andrew Hawkins, 6 yrs (September)  
Inspector Bill Walser, 5 yrs (September)  
Firefighter Hank Stoffers, 4 yrs (September)  
Firefighter Bela (Kris) Kalman, 4 yrs (September)  
Firefighter Arly Allen, 4 yrs (September)  
Volunteer Tyler Gillespie, 3 yrs (September)

## CPR and First Aid Classes, Call (707) 441-4000 to register

### CPR and AED for Adults, Children, and Infants 4 hour class - \$20

October 8, 2013, 6:00 p.m.  
October 22, 2013, 6:00 p.m.  
November 12, 2013, 6:00 p.m.  
November 26, 2013, 6:00 p.m.  
December 10, 2013, 6:00 p.m.

### Continued:

December 17, 2013, 6:00 p.m.  
January 14, 2014, 6:00 p.m.  
January 28, 2014, 6:00 p.m.  
February 11, 2014, 6:00 p.m.  
February 25, 2014, 6:00 p.m.  
March 11, 2014, 6:00 p.m.

### BasicPlus CPR, AED, and First Aid for Adults 8 hour class - \$40

October 19, 2013, 8:00 a.m.  
November 9, 2013, 8:00 a.m.  
December 14, 2013, 8:00 a.m.  
January 11, 2014, 8:00 a.m.  
February 8, 2014, 8:00 a.m.



**Save the Date: October 12, 2013**  
**Humboldt Bay Fire**  
**Annual Open House**  
**Join us for a fun family event!!!**







## Firefighter In Focus

My introduction into the fire service started simply as a challenge by my family to find a career which I really enjoyed. So, in the Spring of 2009, I attended my first Fire Technology class in Southern California. After the first day of class I was hooked and immediately signed up for any and every class I could take.

Shortly after starting my classes, I tested for a Firefighter position at La Habra Heights Fire Department in Los Angeles County. Within a few months they called and offered me a position as a Volunteer Firefighter. La Habra Heights Fire Department gave me the opportunity to learn the basic and advanced skills that were required to be a Firefighter.

After committing numerous hours per week at the fire department, working 40 hours a week as a carpenter, volunteering, and taking college classes, and traveling all over the state, I was blessed to

receive a job offer with Humboldt Bay Fire. In early May of 2012, the recruit academy started for me and my fellow recruit Brett Egbert.

After successfully completing the six week recruit academy for Humboldt Bay Fire, I began my twelve month probationary term. The first few shifts were challenging, as I had to quickly learn my duties and responsibilities. It was only after my second week on duty that we responded to my first working structure fire. Dispatch had us respond to the residence. We arrived on scene to heavy smoke and fire conditions from the kitchen. Our assignment was fire attack. All of my training had reminded me to remain calm and cool as I followed the direction of my Captain. We gained entry into the structure and were confronted with bad visibility from the smoke and heavy fire conditions. I opened the nozzle and cooled down the room, which then

gave us the opportunity to enter the room and further extinguish any remaining hot spots.

Overall, my first structure fire was a great experience. No one was injured or hurt in the process of the emergency, which made the scenario a good one despite the loss of property. I have been on several structure fires and other incidents since which gave me the opportunity to gain much experience as a Firefighter. One of the most valuable things I've learned in this career is to remain humble as each day brings new opportunities to learn and better myself.

I'd like to thank my family for their support, the operations personnel and administration personnel of Humboldt Bay Fire who trained and encouraged me along the way. I'm hungry and eager to continuously become better so I can have a

## Firefighter Ryan Booth

positive impact in Eureka and its greater areas.



Firefighter Ryan Booth, pictured with Grandma Mary Jo Lidke and father Roger Booth, following his badge pinning ceremony

## The Executive Fire Officer Program

The Executive Fire Officer Program is an initiative of the United States Fire Administration and National Fire Academy (NFA) designed to provide senior fire officers with a broad perspective on various facets of fire and emergency services administration. The EFOP curriculum and research framework examines how senior authority figures can exercise leadership when dealing with difficult, adaptive problems within their jurisdictions.

EFOP participants enhance their professional development through a unique series of four resident graduate- and upper-level college-equivalent courses, and the completion of an Applied Research Project (ARP) for each course. The EFOP spans a 4-year period and consists of four 2-week courses. The program curriculum includes coursework in Executive Development, Executive Analysis of Community Risk Reduction, Executive Analysis of Fire Service Operations in Emergency Management, and finishes with a course titled Executive Leadership. These courses offered opportunities

to not only develop leadership and managerial skills, but to reach out beyond the redwood curtain and network with fire service leaders from around the Country. The friendships I established with my colleagues will last a lifetime.

An important program requirement is that each Applied Research Project must address a specific issue within the student's home community. For example, my own ARPs covered various topics including development of an incident safety officer program, fire risk reduction strategies related to indoor marijuana cultivation, evaluating the efficacy of cross-staffed engine companies (mixing of personnel from Eureka Fire Department and Humboldt #1 Fire Protection District onto one 3-person engine company), and most recently an evaluation of the efficacy of a four-person staffed quint (a quint is a ladder truck with a pump and water tank) versus a three-person staffed engine plus one-person staffed ladder truck.

Each of these topics presented their

own unique challenges but for me two of these projects really stand out. The first was in my efforts to identify ways to reduce the frequency of indoor-grow related fires in our community. I interviewed a wide variety of community members ranging from politicians, law enforcement, community planners, home owners, and owners of local hydroponic shops. It really broadened my perspective of how the "grow house fire problem" isn't just a fire department problem, it is a community one, with wide-reaching socio-economic impacts to our community. As a side note, my ARP advisor lives in the Midwest, and his "Midwestern perspective" as he put it caused him to resist my research proposal. He really couldn't wrap his mind around the idea that medicinal marijuana is legal in California!

My most recent ARP (4-person staffed quint evaluation) is also memorable because of its organizational impact. Prior to October of 2011 Eureka Fire Department staffed our headquarters station with three personnel assigned to Engine 8115, and one person assigned to the ladder truck (Truck

## by Battalion Chief Chris Jelinek

8181). Over a three month trial period we down staffed Engine 8115 and placed all four personnel on Truck 8181. The results were unexpected and very impressive. Placing four personnel on one apparatus improved our effectiveness not just on structural fires but on other incident types as well. In fact, two field-saves have been credited to having an extra person on scene to assist with critical tasks such as airway management. I am particularly proud of this research project because it demonstrates how a simple (but significant) movement of personnel between apparatus can have a major impact on service delivery.

Three more of our department members, Assistant Chief Bill Gillespie, Battalion Chief Chris Emmons, and Captain II Tim Citro have begun their journey into the EFOP. Their experiences will bring even more new ideas and solutions to the newly formed Humboldt Bay Fire Department.



**Save the Date: October 13, 2013**  
**Humboldt Bay Firefighters**  
**Bark In The Park**  
**Benefit 5K Walk/Run in Sequoia Park**



# CITY OF EUREKA

## Personnel Department

Third Quarter  
July 1 to September 30, 2013

### WHAT'S HAPPENING IN PERSONNEL

Welcome to the Eureka Personnel Department's 3rd Quarter Report! The Personnel Department consists of a Director, 2 Analysts (1 Senior) and a part-time administrative assistant. Together, we are responsible for management of the City's personnel administrative functions, including recruitment, training, benefits administration, worker's compensation, labor relations and contracts, PERS contracts, confidential employee records, City Classification Plan and amendments, new employee orientations, disciplinary actions, appeal processes and a variety of other programs, regulations, policies and procedures. The Department continues to support the Council's ongoing strategic goals by developing and maintaining the workforce necessary to achieve the Council's objectives. We emphasize and value customer service skills, and work to cross-train our Department staff members so that any of us can provide assistance on nearly any Personnel topic. We strive to incorporate the best practices of the human resources profession together with the work ethic needed to accomplish our goals.

Highlights from our 3rd Quarter include completing the Exchange Notification process required by the Affordability Care Act, working with the City Manager's office, background investigators and candidates to conclude the Police Chief recruitment process, and continuing our efforts to implement the City Council's approved reorganization plan. We filled a key communications management position in EPD, completed labor contract negotiations with 1 bargaining unit and started negotiations with 2 others, and continued our efforts to implement scheduled recruitments and reclassifications associated with budgeted service alternatives and job vacancies due to retirement or resignation. Moreover, the City conducts an on-going, continuous open recruitment for the vital positions of Police Officer and Communications Dispatcher. The City strives to facilitate equal opportunities for all candidates in upholding the integrity of our recruitment process.

We continued to work on implementing health care reform legislation. Both health care and retirement/pension programs were the subject of recent significant legislative reform. As with any significant new legislation, there are a number of questions and uncertainties as agencies embark on implementation. We continue to do our best to keep abreast of the reforms, ensuring that our employees are offered all the benefits enacted through the new legislation, and making certain that the City adheres to all new requirements and limitations.

In September, the City offered 2 valuable training courses for our managers and supervisors titled *Privacy Issues in the Workplace* and *Sick and Disabled Employees*. Future training workshops this year are listed below. All workshops are facilitated by employment law attorneys from the esteemed firm of Liebert Cassidy Whitmore, and are coordinated through the Humboldt County HR Consortium:

November 13	Supervisory Skills (Part 1)	<i>Supervisors and Managers</i>
November 14	Supervisory Skills (Part 2)	<i>Supervisors and Managers</i>

We in Personnel will strive to provide our employees with the support they need to continue providing high quality customer service to our citizens. We look forward to maintaining service levels and continuing to assist the Departments with all of their HR needs. Thank you all for your continued patience, support and hard work.



## **NEW HIRES IN THE 3RD QUARTER THROUGHOUT THE CITY**

A **BIG** welcome to:

City Attorney: Office Assistant, Solvij Von Frausing-Borch

City Clerk/IT: Information Services Analyst - Temp, Matt Nova

EPD: Police Officer Stephen Linfoot, Police Officer Ethan Miller

Finance: Office Assistant Chelsea Shorey, Accountant I Lane Millar, Accounting Specialist I - Temp Sally Coyne

Parks & Recreation - Zoo: Zookeeper—RPT Natalie Parchman, Latekeeper Thomas Skaggs

Parks & Recreation - Harbor: Harbor Aide Alenya Felts, Harbor Aide Kenzie Schafer.

Parks & Recreation - Parks: Maintenance Worker Thomas Martini

Parks & Recreation - Recreation: Michael Graham, Jeffrey Austin, Rachael Whitney, David Dominguez, Julian Huff-Curry, Roniece Johnson, Gregory Yang, Kelsey Cross, Chauntel Hunter, Rene Chavez, Za Lo, Silvia Barrera, Krystal Henderson, Susana Gonzalez, Jennifer Hernandez, Angela Clover, Carrie Killingsworth, Meghann Brenneman, Cortney Borgelin, Jordan Rykert, Carlos Noriega, Megan Murry, Emily Hermann

Public Works: Maintenance Worker I - temp Dean Schoonmaker

## **DEPARTURES**

The following full-time employees have left service with the City, and we wish them all the best:

- |                      |                           |
|----------------------|---------------------------|
| • Michelle Hasiuk    | Accounting Specialist II  |
| • Peter Cress        | Police Officer            |
| • Christiano Esparza | Communications Dispatcher |
| • Karina Timmer      | Communications Dispatcher |
| • Justin Winkle      | Police Officer            |
| • Nicholas Acord     | Firefighter               |
| • Robert Butler      | Sr. Utility Worker        |
| • Keith Waldron      | Utility Worker II         |
| • David McDavid      | Sr. Utility Worker        |
| • Tim Ramon          | Street Sweeper            |

## **NEW HIRES / SEPARATIONS**

A total of **37** new employees were hired by the City, and **17** employees separated (including regular, temporary and seasonal employees).

## **SEPARATIONS**

10 Regular Full-Time

7 Temporary

### **PERSONNEL ACTION (PA) FORMS PROCESSED**

A total of **329** PA forms were processed during this quarter. Personnel issued **19** Personnel Action Forms & **66** Performance Evaluation Forms to the following Departments:

<b><u>DEPARTMENT</u></b>	<b><u>PA'S</u></b>	<b><u>EVALUATIONS</u></b>
• City Attorney Office:	1	1
• City Clerk Office:	1	2
• City Manager Office:	0	2
• Community Development:	0	2
• Engineering:	0	1
• Finance:	2	2
• Fire:	5	11
• Personnel:	0	0
• Police:	7	28
• Public Works:	3	17
	19	66

Personnel received the following actions items for tracking and recordkeeping this quarter:

- **207** Regular Full /Part Time employees
- **103** Temporary Personnel Action Forms from all City departments
- **15** Volunteers were processed for Public Works
- **30** Medical histories were processed for temporary employees
- **7** Parking Permits were issued to employees and visitors

### **RETIREMENTS**

A heartfelt CONGRATULATIONS to the following employees who have retired from City Service this quarter:

- Robert Butler, Sr. Utility Worker, after 30 years and 4 months of City Service
- David McDavid, Sr. Utility Worker, after 27 years and 7 months of City Service
- Clemente "Tim" Ramon, Street Sweeper, after 27 years and 1 month of City Service
- Orson "Keith" Waldron, Utility Worker II, after 15 years and 10 months of City Service

## RECRUITMENTS

### **EMPLOYMENT APPLICATIONS RECEIVED:**

A total of **246** applications were received for various positions within the city which includes recruitments ongoing into the 3rd quarter of 2013.

### **NEW EMPLOYEE ORIENTATIONS:**

**5** employees participated in the orientation process, which involves preparation of files and paperwork related to salaries, benefits and various legal documents. Also provided is Sexual Harassment training to all new employees, and when required, Mandated Reporter training and DOT training for employees required to have a class A or B license.

**RECRUITMENT AND TESTING:** Personnel has administered the following recruitments beginning July 1, 2013 (some are on-going):

- Accountant 1: A total of 392 “hits” and 27 applications were received for Accountant 1. due to a lack of qualified applicants, no oral board was given. Applicants were forwarded to the Finance Department and an appointment was made for this position.
- Communications Dispatcher: The City’s website generated 95 applications for this position. A POST Entry Level Dispatcher Test Battery is scheduled for Monday, November 4th at the Wharfinger. The City’s website is currently accepting applications for the next testing period. Communications Dispatcher is an ongoing recruitment.
- Communications Manager: The City’s website generated 39 “hits” and 1 applications was received. An appointment has been made for this position.
- Firefighter: The City processed a combined recruitment between the City of Eureka and Humboldt Fire Protection District to establish one (1) eligibility list from which either agency may hire. A new interactive testing process was held at the Wharfinger Building on the Friday morning May 31. Firefighter oral boards were held on June 27 and June 28th at the L Street classroom with 16 candidates. The top nine applicants moved forward to the Chief’s interviews which were held on July 15th. Two new Firefighters have been hired. New employee orientations are scheduled for October 21st.
- Lateral Police Officer: The City has a (1) new Lateral Police Officer .
- Police Chief: The new Police Chief for the City of Eureka has been hired. Andrew Mills comes to us from San Diego. Chief Mills start date is Monday, November 4th. Welcome!
- Police Officer: The City received 46 applications during our continuous recruitment program. A new eligibility list has been established and sent to the Police Department. An oral board will be held on November 3rd. Two new officers have been hired from the last eligibility list. Police Officer is an ongoing recruitment.
- Police Records Specialist: A total of 518 “hits” and 19 applications were received for Police Records Specialist. Candidates are currently being screened and an oral board is set for Friday, November 1st.
- Utility Worker: A total of 582 “hits and 58 applications were received for Utility Worker. Applicants were screened and an oral board is scheduled for October 4th.

**REORGANIZATION OF CITY DEPARTMENTS  
APPROVED WITH FISCAL YEAR BUDGET**

As a component of the adopted FY 2013/14 City budget, the City Council approved a reorganization involving several City departments and positions, which when complete will result in the most comprehensive modification of the organization in decades. Consequently, the Personnel Department has been busy with the many facets involved in a reorganization of this magnitude. In part the reorganization is the final step in full implementation of the Koff and Associates Classification and Compensation Study completed in 2006. The study included several recommendations; one of which was to integrate the Building Division into the Community Development Department.

A second recommendation was to separate the Parks and Recreation division from Public Works creating a new Parks and Recreation Department. With Council approval, the City Manager appointed Miles Slattery as the new Parks and Recreation Director. The new department will encompass Parks Maintenance, Recreation, Harbor/Marina, the Fisherman's Terminal and the Zoo. The third and final recommendation was to move the Engineering Department to Public Works under the Public Works Director, in which the City Engineer becomes the division manager. Upon recommendation of the City Manager, the Information Technology (IT) division of Finance was moved to the City Clerk's office under the direction of the City Clerk.

Implementation began July 1 by allocating the final portion of the Koff & Associates salary study for the Unrepresented employees. Following the revisions to the salary schedules, the reorganization of departments began in earnest and several employees have been assigned additional duties during this process. Employees currently working out of class are receiving 10% out of class pay in accordance with City policy.

In addition, the reorganization created several new positions. The Personnel Department is currently working on a job analysis for each new position created by the reorganization as well as those that may become affected by it. From this analysis, we are able to properly and accurately prepare class specifications and salary placement for Council approval.

Reorganization Current Projects:

New Class Specifications:

- Parks and Recreation Director
- Deputy Parks and Recreation Director
- Infiltration and Inflow Coordinator
- City Clerk/Chief Information Officer
- Deputy Community Development Director
- Finance Officer Supervisor

Reorganization continued:

Class specifications for revisions:

- Public Works Director
- Deputy Public Works Director/City Engineer
- Finance Director
- Assistant City Manager
- Community Development Director
- Deputy Finance Director
- Executive Assistant/Deputy City Clerk

There were a number of class specifications that had minimal revisions primarily with regard to supervisory status. All such revisions have been completed. Personnel has completed the study on the following positions:

- Parks and Recreation Director
- City Clerk/Chief Information Officer
- Finance Office Supervisor

Changing an established public organizational structure, particularly one that has been in place for a long period of time, can be challenging and difficult for the impacted employees. We in Personnel are trying our best to make this transition as seamless as possible for the City staff. But the fact remains - many of these changes are significant. Moreover, reducing staff or leaving vacancies unfilled will require workloads to be distributed amongst current staff, and we recognize that these difficult personnel decisions can have a significant effect on our morale.

We are doing our best to ensure that this organizational restructuring is a very well thought-out process, while we acknowledge it will have many implementation challenges. Overall, things are progressing, and we feel confident that the new changes will reflect positively on the City as we continue to provide excellent service to our employees and the community.



## **EMPLOYEE TRAINING AND WORKSHOPS**

### **Humboldt County ERC Employment Relations Consortium:**

City of Eureka employees attended 'Privacy Issues in the Workplace' successfully hosted by City of Arcata on September 25, 2013. The training was a three hour session for Upper Management, Personnel/Employment Relations/Risk Management Staff and Agency Counsel.

City of Eureka employees also attended Sick and Disable Employees hosted by City of Arcata on September 26, 2013. The training was a three hour session for Supervisors, Managers, and HR Personnel. Both workshops were presented by Liebert Cassidy Whitmore attorney Jack Hughes.

### **Reforms Training**

In view of recent Legislation regarding state Pension Reform and federal Health Care Reform staff continues to receive information and training.

### **Update:**

- *As of July 2, 2013, the Obama administration is delaying for a year a key provision in the Affordable Care Act that would require companies with more than 50 employees to provide health insurance. The Treasury Department says it will now begin penalizing companies that do not provide insurance in 2015, instead of January 1, 2014.*

Personnel staff continue to undergo extensive training in the NEOGOV online recruiting software program. Training will continue as we bring more functionality to our current processes and new upgrades become available.

## **LABOR RELATIONS/EMPLOYEE RELATIONS**

The City strives to maintain positive working conditions and relations with all of our valued bargaining units. MOU negotiations are on-going with two bargaining units.

## **DISCIPLINARY ACTIONS**

Various disciplinary and complaint matters were addressed or resolved, or are in process of being addressed.

## **RISK MANAGEMENT**

### **NEW WORKERS' COMPENSATION CLAIMS**

17 work related injuries occurred during this period, resulting in 17 new workers' compensation claims.

# **PARKS AND RECREATION DEPARTMENT**

## **3rd Quarter Report JULY - SEPTEMBER 2013**

### **RECREATION DIVISION**

#### **Youth Programs**

##### **Summer Camps**

The City of Eureka Summer Camp Programs had a very successful Summer! Both camps featured academic as well as enriching activities centered around weekly themes such as Health & FUNness, Raiders of the Lost ART!, FantaSEA, Out of this World!, Water and Under the Big Top (circus & talent theme.) Both Camp Ryan and Camp Cooper, as well as the Leader-in-Training Program, the city's leader training program that takes place at Camp, where teen's ages 13-17 work side by side with leaders learning leadership skills as they assist with camp activities throughout the day, reached full capacity each and every day.

Camp Ryan went on several field trips including trips to the Redwood Roots Organic Farm and Roller Skating at the Municipal Auditorium. Both camps featured several guest speakers throughout the summer including the Rutabaga Queen, the fire department and Natural Decadence: a gluten, egg, dairy and nut free bakery, who joined camp to bake healthy cookies for the kids. Both Camp Cooper and Camp Ryan also host several All-Camp events; which were both fun and successful. The events featured both camps participating in activities at Cooper



Gulch. Nearly 100 youth could be seen on the fields of Cooper Gulch, laughing and engaging in fun, healthy activities. The City of Eureka's partnership with Food for People also continued to be a high point, as participants of both Camp Ryan & Camp Cooper received free lunch each day. Summer ended with an all-camp talent show which was held at the Municipal Auditorium with parents in attendance. Participants from both camps performed songs, dances, comedy, along with a variety of other talent acts.

**Teen L.I.T. assisting youth in skating!**

##### **The John Ryan Youth Center**

The John Ryan Youth Center had a great start to its 2013/2014 program year by welcoming both brand new participants to the Ryan Center as well as returning participants. The John Ryan Youth Center's partnerships with both Food for People & Harvest of the Month continue to flourish. Food for People provides daily snacks for the program, and Harvest of the Month provides the materials to make a healthy snack that includes enriching games and educational facts. The Ryan Center focused this quarter on welcoming two new staff members and getting them acquainted with the program, as well as the participants.

### **After School Programs – City of Eureka/Eureka City Schools Partnership**

The City of Eureka began its 13<sup>th</sup> consecutive year in partnership with Eureka City Schools. Over 500 youth per day were engaged in safe, supportive and educational environments, receiving homework assistance and participating in a variety of enriching recreation activities. Each of the four elementary schools welcomed the addition of Kindergarteners to the program, and Washington and Lafayette also welcomed T-K's to their program sites. The first month of the program was also focused heavily on recruiting staff and training newly hired staff on policies and protocol with an emphasis on safety, behavior guidance and leadership skills. Each program site dedicated time to orientating all of the participants on rules, and program expectations and procedures.

### **G.U.L.C.H. Teen Program**

The G.U.L.C.H. started off its summer by hosting the 3<sup>rd</sup> Annual Youth Skateboard Competition and Community Skateboard Festival. The event saw a large community turn out; which featured a musical performance from local musician Zigzilla, Live-Art, music from DJ Peter Piper, and a slew of prizes donated from community partners Ampt Skate shop and Rampart Skate Collective. The event was also showcased on News Channel 3 who did a news story for their Youth in Sports Program.

The G.U.L.C.H. saw success in its new Friday evening program hours; which featured a 3-week long continued workshop on Graffiti Art by artist and community member Bob Pabst, as well as a kick off of its upcoming Fresh Voices 2013 Singing Competition, where teens will get the opportunity to work with a singing mentor during program dates leading up to the competition. The winner of the competition will get the opportunity to sing at a Humboldt State University Basketball Game, as well as at the Blue Lake Casino's Tattoo Expo show. In addition the winner will receive a cash prize donated by Blue Lake Casino, and get the opportunity to ride in a Limo with their friends to Living the Dream Ice Cream. A lot of time was also dedicated this quarter to writing & developing poetry with the teens centered on the environment. One of the poems was presented by a GULCH participant during the Community Parks Clean-Up Event on Saturday, Sept. 14<sup>th</sup> at Sequoia Park.

The G.U.L.C.H. also was a recipient of the Helen Puttman Award for excellence through the League of California Cities. City of Eureka Representatives got to go to the League of California Cities Conference and stand on stage to receive their award/recognition, in addition the G.U.L.C.H. also got the opportunity to give our program information at their "Helen Puttman Winners Exposition" booth section. The G.U.L.C.H. will be featured in an upcoming issue of Western City Magazine, as well as receive the official award plaque and the October 15<sup>th</sup> City Council Meeting.

### **The Roller Skating Program**

The Roller Skating program continued to offer its quality roller skating program to all age's members of the community. The Roller Skating Program continues to find success with its Parties-On-Wheels Birthday Party Program. The Roller Skating Program successfully executed an several emergency drills this past quarter, ensuring staff and participants are prepared in the event of a real emergency.

### **F.U.N. Play Center**

The F.U.N. Play Center gained many new families during the last quarter. Beth Heavilin and Meg Walkley from First 5 did a parent workshop series titled “Parenting Counts” that met every Wednesday at the F.U.N. Play Center from the middle of July until the end of August. Parent participation in the workshop was high and the series received a lot of positive feedback from parents. The F.U.N. Play Center went on two field trips in the month of September. One field trip was to Redwood Roots organic farm where children explored and played throughout the farm and participated in many enriching activities, including picking and tasting fresh ripe tomatoes and participating in a fun vegetable scavenger hunt. Another field trip was to the Eureka farmers market where the kids got to sample fresh cantaloupe and honeydew and participated in a fun scavenger hunt where the kids explored the wide variety of fruits and vegetables at the market.

Food for People provided a healthy snack as a part of a continued partnership and parents continued to express an appreciation for the service being provided to them. The Harvest of the Month Program through CAFF (Community Alliance of Family Farmers) did a taste testing each



month and led activities with the children, including the reading of educational books about various fruits and vegetables. The F.U.N. Play Center purchased new supplies including a Hop Scotch mat to encourage more gross motor activity and new snack tables.

**Story Time at the Adorni Center!**

**Participation in youth activities exceeded 17,226 during the quarter.**

### **Adorni Recreation Center**

In July Pickleball and Line Dancing had high numbers in participation and a memorial service was held in the gym. Interest in the Pickleball program increased and many new people were inquiring about it. In August the Adorni Center experienced an increase in participation in open-gym and drop-in activities as well the fitness program. Photographs from Redwood Coast American Association of Zoo Keepers Photo Contest hosted by the Sequoia Park Zoo were displayed in the lobby and winners were selected on the 15th with prizes being awarded. September was a month of several new changes for the Adorni Center, including new carpet being installed throughout the building and the parking lot being completely resurfaced with new lines drawn. The Adorni Center hosted a Zumba Master class taught by Lucibel Nunez of Fierce Fitness in Santa Rosa. A large number of community members attended the event expressed appreciation for it being offered.

### **Conference Room**

The Conference Room hosted several new meetings and attendance showed an increase from the previous quarter. The number of meetings this last quarter was 62 with a total of 111.5 rental hours being used. Approximately 744 people attended.

### **Open-Gym Basketball**

Open gym basketball / Pickleball participation totaled 1,208 in this quarter, which included 431 youth, 614 adults, and approximately 127 seniors. A new hour of open-gym was advertised as Pick-up games for Professionals during the lunch hour and more emphasis will be placed on this as an option for individuals interested in participating in pick-up games with larger groups of players. Pickleball showed an increase in participation and became a popular drop-in program at the Adorni Center. Open-gym numbers saw an increase in August and more accurate numbers were tracked through RecPro after its official implementation. A fourth net was purchased for Pickleball to offer an additional court during the program and a Pickleball Demo is scheduled for October with the hope of increasing awareness of the program in the community.

### **Fitness**

Attendance in the fitness program remained consistent throughout this last quarter with only a slight decline in September due to instructors being out on vacation or sick.

Membership numbers showed a small increase in August. Variations in membership numbers may be a result in the overlap between reporting and membership renewal times. The average number of memberships hovers around 480 and remained consistent during this last quarter.



**ZUMBA Master Class**

### **City Parks & Muni**

The stars will come out...twice

# MOVIES in the Park

Presented by  
HUMBOLDT DEL NORTE Film Commission

Music starts at 7 PM	Movie starts after dusk
7/20	<b>ET</b> THE EXTRA-TERRESTRIAL
8/24	<b>THE LOST WORLD</b> JURASSIC PARK
9/21	Walt Disney's <b>The Gnome-Mobile</b>
10/26	<b>SALUTE TO A SOLDIER</b>

Bring your picnic blankets and lawn chairs...  
Join us in Eureka's Sequoia Park for movies filmed in  
and featuring our Northcoast landscapes!

This is a FREE community event paid for by our sponsors

Projection by  
**Northcoast Audio**  
11-21 83012 • 8017 • 80670418

Sound and Djs by  
**deagrowwecology**

**Redwood Capital Bank**  
**HUMBOLDT UNCLE SAM**  
**VIASION**  
**ROOFING**  
**RED LION HOTEL**



The third quarter was a busy one at City Parks! There were 14 private events and five public events with most events taking place in September. Carson Park hosted five private events and one public event. On September 28<sup>th</sup>



Humboldt County and Support After Suicide held a “Suicide Awareness” event open to the community. The purpose of the event was to increase public knowledge about suicide and the various support services available. There were nine private rentals at Sequoia Park. The Humboldt Del Norte Film Commission held “Movies in the Park” on July 20<sup>th</sup> and August 24<sup>th</sup>. These family events screened

feature films that had been filmed in Humboldt County. The September movie event was relocated to the Eureka Theater due to rain. Halvorsen Park saw only two community events this year, Woofstock on August 10<sup>th</sup> and Humboldt Pride Festival on September 14<sup>th</sup>. Redwood Coast Music Festivals decided to take a break from putting on Blues by the Bay this year. We hope it will return next year. There were no events at the Municipal Auditorium and Sacco Amphitheater. All rentals went according to plan and the event holders were happy.



#### **Adorni Center – Rentals**

The Adorni Center was the venue of choice for four events (two private, two public) in the third quarter. On July 20<sup>th</sup>, there was a memorial service for Marti Chan. B.U.D.S. of the Redwoods held their annual “Buddy Walk” on September 21<sup>st</sup>. The rain clouds parted and event participants enjoyed dry weather for the walk down to Halvorsen Park and back to the Adorni Center for lunch. All

event holders were happy with the turnout of their events. The College of the Redwoods Sports Banquet and the Humboldt County Office of Education’s Back to School Breakfast used the gym as a venue for their events in August and both went well and were successful.

#### **College of the Redwoods Sports Banquet**





### **Community Classes**

The last quarter was a steady one for Community Classes; July was a busy month, there were full soccer classes as well as Beginning Ballet. Music & Movement had adorable little ones learning the art of dance. While Adult Ceramics saw a full class of enthusiastic individuals getting creative with clay. We are excited that the majority of our instructors will return for another season of classes. In August both Toddler Soccer and Little Kickers had a great session, with Toddler Soccer again being full. Another successful session of Music & Movement participants had wonderful time dancing & exploring through music. We offered just a few classes during the month of September; meanwhile we have already had registration begin for the Fall/Winter season. It was a very busy and full summer for Community Classes; we are looking forward to more of the same with the next season.



### **Zumba in the Park**

The 3<sup>rd</sup> Annual Zumba in the Park was a wonderful success. The 3 instructors brought their energy, enthusiasm and Zumba moves to share with anyone who wanted to join in. Parent's Voices, the Jefferson Community Project, Changing Tide and the Breath Health Project all joined the fun for the day as our Community Resource participants. We had fun and free raffle, in which we gave away lots of fun items. Participants also enjoyed healthy snacks such as trail mix & orange slices as well as water, after nearly two hours of dancing the above items were greatly appreciated. Participants and the instructors are already talking about the plans for next year!

### **Sequoia Park Community Clean Up**

The newly formed Parks & Recreation Department held our first community park clean up event on Sept. 14<sup>th</sup> at Sequoia Park. The weather turned out to be a bit drizzly,



but the motivation from all who attended was there, an hour was spent roaming the park to clean it up litter, later a poem was written and performed by a GULCH participant, followed by a raffle full of great items the community contributed to the event and finally a BBQ lunch for all of those who participated in the day. This is the just the first community clean up; we look forward to showcasing all the parks that the city has to offer!

**Adorni Center attendance approached 7,104 participants during the quarter.**

## **Adult Programs**

### **Men's Softball**

In July, Our 2013 men's slow pitch softball program reached the halfway point of the season on Friday, July 19<sup>th</sup>. Our staff has received many compliments this season in regards to the conditions of the fields. We are also very excited to be purchasing a new scoreboard this fall for Kennedy Field. The scoreboard will be installed and ready to go for the start of the 2014 season. The men's city championship tournament got underway on Tuesday, September 3<sup>rd</sup>. The



tournament consisted of the top teams from each of the men's divisions. The tournament was double elimination in which a team moved to the loser's bracket after their first loss. When a team lost their second game they were eliminated from the tournament. Caledonia Plumbing won the tournament for the second consecutive year. The beat a very tough Bad News Bears team. The top three teams from the tournament received a trophy. The next men's softball season will begin in June 2014.

### **Women's Softball**

The three team women's slow pitch softball league may be low on numbers, but not in spirit. The teams played exclusively on Tuesday and Thursday nights at Hartman Field. The 15 game season came to a conclusion on August 22<sup>nd</sup>. Despite only having three teams in the league the women really enjoyed the camaraderie. We hope to build upon this years' league and grow in the number of teams next year.

### **Coed Softball**

Our 2013 Coed softball program began on July 8<sup>th</sup>. We offer both a competitive and non-competitive division that play on Monday and Wednesday nights. We gained one new team this season on top of the seven new teams that we gained last season. The Coed program is a great way for co-workers and friends to play on the same team. The coed league starts a month later than both of our men's and women's leagues and as a result ends a few weeks after the other programs. St. Joe's Misfits went undefeated to win the competitive 1 division and the Black & Blue Crew won the competitive 2 division. We do not keep standings for the non-competitive division. The next coed softball season will begin in July of 2014.

### **Women's Volleyball**

Our 2013 women's volleyball league got underway on September 17<sup>th</sup>. The league played exclusively on Tuesday nights so to not conflict with any other women's volleyball programs. We gained one more team since last fall and have reached our league maximum at twelve teams. Each team will play a twelve game season with all games being played at the Adorni Recreation Center.



### **Special Events- Zumba in the Park**

Zumba in the Park had a fantastic second year. The weather held and made for a great day of dance, music and fun. This year we had 4 amazing instructors lead a large group of participants for two hours. Participants enjoyed the upbeat and fast paced music. Orange slices and water were provided so that our participants could stay hydrated. We welcomed the American Red Cross, Northcoast Parents, Discovery Museum and the TOOTH program to our Community Resource Fair. At one point all the Community Resource Participants were participating at their tables in the Zumba Fun!! It was great day, and everyone is looking forward to next year.



**Adult attendance approached 11,016 participants during the quarter.**

### **Revenues**

Recreation Division revenues totaled \$104,015.73 during the third quarter of 2013.

## **PARKS DIVISION**

### **Sequoia Park**

Sequoia Park Garden attracted numerous visitors with its beautiful blooming dahlias. Volunteers weeded and planted the four big planters and the wishing-well beds. Many visitors took pictures with families and friends in the Garden. During this quarter, a wedding was held in the Garden in which guests spent four hours enjoying the flowers and taking pictures.

A large amount of fallen debris and a vandalized picnic table were cleaned out of the Duck Pond. The Duck Pond Meadows were tractor mowed to reduce fire hazard and eliminate invasive brush. Hazardous split-rail fencing around the Duck Pond was replaced with non-hazardous split rails.

In Sequoia Park, a donated memorial bench was installed adjacent to the Glatt Street fountain. New galvanized trash cans with lids were installed around the playground, group picnic area and at assorted locations throughout the park. The can lids should assist in keeping crows from scattering trash throughout the park.

### **Park Facilities**

All park turf areas were mowed each week. Hartman and Kennedy Ballfields were both treated with a soil-drench insecticide to reduce the population of larvae from the European Crane Fly. Both fields were posted with signage and locked closed during the treatment process. Hartman Park also had irrigation repairs completed with the replacement of an aging failed valve.

At Myrtle Grove Cemetery, an internment of cremated remains was accomplished by Sanders Funeral Home within the Sevier Family Plot in the Circle Section. The center parking lot shrub bed at Coopers Gulch Park was trimmed, cleaned up and covered with weed mat and mulch to improve the appearance and reduce future weed problems.

The SWAP (Sherriff's Work Alternative Program) crew and Park staff completed brush removal and trimming work at the Myrtle/8<sup>th</sup> Street entrance to Cooper Gulch to improve traffic views. At Halverson Park, a small sinkhole along the waterfront walkway was filled in with rock and gravel. Wave action from Humboldt Bay had washed out some of the substrate material.

### **Landscape Facilities**

In preparation for July 4<sup>th</sup> celebration, the area east of Halverson Park, Dock B and unincorporated area, was mowed. The Del Norte Street picnic area and along Marina Way were also mowed in preparation for the celebration.

At Eureka City Hall, four small dead trees were removed from a planter along 6<sup>th</sup> and L Street Parking Lot. The planter was covered in weedmat and mulch to improve its appearance and reduce future weed problems. Several new trees are scheduled to be planted in late fall.

Park staff worked with the Mission Crew to weed/clean tree wells and parking lots within the Downtown business district between 2<sup>nd</sup> and 5<sup>th</sup> Streets. The Gazebo and 2<sup>nd</sup> Street Planters were also cleaned up and were maintained with annual flowers by students from the Glen Paul Workability Program. Park staff also cleaned up the 6<sup>th</sup> and M Street Parking Lot and installed weedmat and mulch within each planter bed.

## **ZOO DIVISION**

### **Attendance**

Visitor attendance totals for quarter = **23,666**

### **Education and Outreach**

Youth total served in 8 weeks of camps = **118**

### **Animal Collection**

- A record-breaking 5 flamingo chicks hatched this season!
- New bird species were added to the aviary exhibit.
- Two domestic goats died from old age or health complications.

### **Projects**

Demolition of old zoo buildings was completed early July, and soon after construction began on the Watershed Heroes exhibit. This project is funded by the Sequoia Park Zoo Foundation and is managed by Greenway Partners. Underground utility installation for otter and salmon pools is nearing completion.

### **Events**

The Zoo Foundation sponsored another successful Zootini gala, with the most attendees and funds raised to date. Proceeds will go toward the new exhibits.

The Zoo's second free day was held Sept 29<sup>th</sup> and saw over 2,000 visitors in spite of steady rain. We also celebrated International Red Panda Day and raised over \$600 that day in donations for the Red Panda Network.



## **FACILITIES DIVISION**

During the quarter, facility inspections began for all City owned facilities. Repairs at City Hall included lock and hardware service on all entry doors. Plumbing repairs were made on the sink in Rm. 207 and 2<sup>nd</sup> floor restrooms. New TV monitors were installed in the council chambers, as well as new countertop with table storage designed by our carpenter John Adams.

Facilities staff made repairs to the heater and exhaust fan at EFD headquarters. Electricians repaired the power chord for engine charging at station 3. At EPD, repairs and adjustments were made to the outside Pelco dome camera. Phone lines were changed to accommodate the personnel changes at the station. The custodial staff buffed and polished the floors in the briefing room and ran the carpet extractor.

Facilities staff tended to multiple traffic light concerns including signal box repairs at Harris & Harrison, Harris & K, and 7<sup>th</sup> & E. Pedestrian poles were knocked down and repaired at Henderson & H, and Fairway (Golf Course). Several temporary radar speed signs were moved to new locations.

At the Zoo, troubleshooting of an electrical panel in the Secrets of the Forest called for replacement of a relay switch. Filters in the HVAC were changed throughout the facility. The irrigation pump for Sequoia Park was repaired as well as two urinals in the park restroom. The Old Town restrooms were severely vandalized. The fixtures were replaced and the cinder block wall was re-installed after being knocked over. The door frames were welded and the locks on the doors were also repaired.

The Adorni Center carpeting project began in August. Locker room shower valves were replaced and the drains were hydro-snaked. At the Red Cross, the porch overhang was repaired. The faucet and handrails were replaced in their restroom.

## **HARBOR DIVISION**

### **Eureka Public Marina**

The Marina slips were full as we continued into the salmon season as well as a steady flow of visiting cruiser vessels from various ports pulled into Eureka. The marina launch ramp was cleaned and the launch dock was pressure washed. The marina docks were pressure washed and piling caps were scrubbed. Eighty feet of whaler boards were replaced on the outside docks. Harbor staff serviced all 150 power pedestals including plug change outs and replacement of light bulbs. Plumbing repairs were made to “K” dock to repair the fire suppression units. New ventilation fans were installed in both the men’s and women’s restrooms at the tenant facility.

Waterfront Facilities were also busy with a variety of summer events. Harbor staff worked on the setup for the events and hung new banners and hardware along the C St. Plaza. The roof gutters at the Adorni were cleaned out and the walkway along the Adorni boardwalk was pressure washed. Several abandoned homeless camps were cleaned up along the waterfront at Commercial St., Boardwalk, and East of Samoa Bridge. Graffiti under the Samoa Bridge was painted over multiple times.

### **Summer Events**

Harbor Staff spent several weeks in preparation for the July 4<sup>th</sup> celebration including permitting, staging pyrotechnics, barge movement, and clean up. The fireworks display was a huge success due to the efforts of staff, volunteers, and donors. The summer concert series was also a hit at the foot of C Street. Each week staff would prepare the C Street Plaza for the event and clean up.

# **CITY OF EUREKA**

## **PUBLIC WORKS/ENGINEERING DEPARTMENT**

### **3rd Quarter Report**

**JULY - SEPTEMBER 2013**

### **PUBLIC WORKS ADMINISTRATION**

The Administration staff processed 519 service requests during the third quarter of 2013. They included 70 street related issues, 122 facility maintenance issues, 119 water distribution issues, 23 were related to sewer, 7 for wastewater treatment, 25 were park issues, 2 were related to storm water, 4 harbor issues, 86 work requests, and 111 items were addressed by administrative staff (which included encroachments, site obstructions, graffiti and illegal dumping).

The Transportation Safety Commission met in July and September and discussed issues ranging from the selection process for filling the Ex-Officio Student Representative position to the Transportation Action Plan. Discussion was also held regarding the need for crosswalks at Wabash and E, possible changes to Broadway at Hawthorne, pedestrian safety at various locations, Bike Friendly City application, and the West Avenue Improvement Project.

### **WASTEWATER COLLECTION DIVISION**

The following work was completed in the 3rd quarter of 2013:

#### **Preventive Maintenance**

- 53,020 feet of mainlines were hydro cleaned.
- 14,000 feet of mainline were rodded.
- 6,312 feet of mainlines were televised.
- 12 repairs were made on the mainlines and laterals.
- 4 new lateral services were installed.

#### **Training**

The entire crew was trained on CPR and first aid.

#### **Lift Stations**

Crews rebuilt pump # 2 at California lift station. The work included new bearings, new shaft, new seals and an impellor.

Crews painted the exterior of Del-Norte and Broadway lift station.

We are continuing to televise as much as we can to identify I & I locations.

## **WATER DISTRIBUTION DIVISION**

Renewals/Service Leaks = 37

New Services = 3

Main Breaks/Repairs = 2

Fire Services = 1

The water crew was very busy as business picked up during the 3<sup>rd</sup> quarter as some big jobs were completed. The first job involved re-installing the eight (8) inch mud valve (blow off) at Faye Slough on the new 24 inch HDPE line that had been removed because of a previously leak issue.



We had an excavator operator from Wahlund Construction dig the hole and City water crew members did the rest of the work. This location has had issues since it was new. Also, this



quarter there was a pretty big main break at the intersection of Harrison and Buhne Street, which was the second time in this area. The old 10 inch AC line appears to be near the end of its lifetime. We believe, however, Fire Department personnel flushing in the area had something to do with the break as 2 collars were completely blown off the pipe. The location has been added to the CIP list for replacement. The new services this quarter involved the new Wendy's restaurant on

Broadway and the new Subway near 15<sup>th</sup> and Broadway. The 3<sup>rd</sup> new service was a request for a second meter for a mother-in-law unit on Dolbeer Street near the hospital, as all 3 were 1" services. A 6" fire service was installed at the old St. Bernard's church on 6<sup>th</sup> and H Street. Also, that location is being upgraded by the Catholic Church.

The 3<sup>rd</sup> round of leak detection was done by the Utility Service Associates with virtually no leaks found that were not corrected on site. Over 84,000 feet of line was surveyed. We are very proud of that fact as it speaks to our efforts to be proactive and the pride that the crew has in their work. The most exciting project of the quarter was the replacement of a bypass valve in Lumbar Hills, which causes the pumps to run excessively to maintain distribution pressure and basically will save the City huge amounts of money in electrical costs.

As always, we continue to target old galvanized services we find throughout the City. We have been working in the Eureka High School area replacing those with our new and improved pipe and brass fittings. Hydrant painting, flushing and calls for service continue to keep us busy as do calls for help from other departments within the City who seem to have recognized the overall skills of the water crew and need our assistance. As always, I can provide more details of a specific job if needed.

## **STREETS DIVISION**

The following work was accomplished in the Streets Division during the third quarter:

- Eighty-five (85) tons of hot mix and 1 ton of cold mix were used to patch potholes and ditch lines citywide.
- Approximately 280 culverts and drop inlets were inspected, cleaned and vactored citywide.
- Staff replaced 5 sections of 18" cross culverts along with 1 tee and 3 sections of 14" and 1 tee.
- Crews replaced 140' of 12" culvert drain pipe (photo's) at 329 Highland Street.
- Staff repaired/replaced 60 signs throughout the city. They also installed 10 new signs and nineteen (19) new bus stop signs within the City.
- Crews graded 24 alleys and mowed brush, grass and weeds next to 12 city properties and right-of-ways. Street painting consumed 57.75 gallons of white paint, 10.5 gallons of red, 131.5 gallons of yellow, and 2.25 gallons of blue.
- Trash abatement was done at Hodgson and F Street.
- Brush complaints were received regarding 1612 L Street and 1940 S Street.

## **UTILITIES OPERATIONS DIVISION**

### **Wastewater Treatment Plant Operations and Maintenance**

In addition to normal operation and maintenance duties, staff conducted numerous repairs and projects. Staff also conducted seasonal maintenance on plant components needed during high winter flows; therefore, summer months are best for these tasks.

- Plant staff removed and replaced a large valve on one of the major process tanks during the low flow conditions prevalent during the summer.



- Staff has been taking advantage of the good weather by painting numerous items at the facility.
- Biosolids material has been hauled weekly to a composting facility located in Arcata.
- Contractors began replacing the digester flare stack located at the Elk River facility.
- The standby generator project at Elk River is currently under way with a completion date scheduled for November.
- The WWTP facility was inspected by Mr. Charles Reed from the Regional Water Quality Control Board. Inspection report is pending.



**New slab part of Digester Flare Replacement Project**

### **Water Treatment**

In addition to normal facilities housekeeping and cleaning operations, staff has been busy with preventative and predictive maintenance based on our computer based maintenance management system.

### **Laboratory**

- Quarterly acute and chronic bioassay samples were in out in July to be analyzed for NPDES permit compliance.
- Lab staff provided information for the City Attorney in response to a River Watch inquiry.

- Disinfection byproduct testing was conducted on the city drinking water. Results were within limits.
- Lab staff conducted additional testing for biosolids being hauled to the composting facility in Arcata.
- Staff responded to and mitigated ten water quality complaints during the third quarter.



**City Staff loading biosolids for hauling to compost facility**

### **Employee Development**

- Plant Operator Joe Nunez attended a Chlorine Training session in McKinleyville hosted by the California Water Environment Association.
- Long time employee Robert Butler recently retired from the City. His position is yet to be recruited.
- Recruitment for retiree Keith Waldron's Utility Maintenance position is currently underway.
- Plant and Operations staff recently attended training as part of the commissioning of the new Martin Slough Pump Station.

- Maintenance staff traveled to Oregon to evaluate a biosolids de-watering system similar to what City of Eureka is considering for purchase.
- Lab staff attended North Coast Section of CWEA's mini conference held at Redwood Acres.

### **Pretreatment**

#### **(Permitted Industries)**

Five inspections and four wastewater samplings were conducted at Eureka businesses. Regular pretreatment facility inspections are performed by the City to monitor and ensure compliance of all permitted businesses.

An inspection conducted on 8/30/13 confirmed that Les Schwab Tire Center performed maintenance on its oil and water separator that brought it into compliance with the City of Eureka Standard for Grease Interceptor Installation.

#### **(Non-Permitted Industries)**

The Pretreatment Division also performs inspections of non-permitted industries in order to identify any new industrial dischargers. No non-permitted industries were inspected.

#### **(Fats, Oil, and Grease (FOG))**

The City's FOG program includes grease trap and interceptor inspections, and public education regarding kitchen Best Management Practices (BMP). Facility inspections now incorporate Storm Water Education, as well as inspection of exteriors to ensure that businesses are in compliance with the City of Eureka Storm Water Ordinance. Thirty-four (34) facility inspections were conducted.

Notices to Install a Grease Trap, or perform corrective actions on the existing grease trap were issued to the following restaurants on 6/28/13:

- AA Bar and Grill
- Amiga's Burritos
- Bless My Soul Café
- Downtown Express
- El Corral
- Luzmilas
- Mike's Drive Up
- Ray's Food Place
- Vellutini's

The Notices were sent because the above facilities are the 8 remaining Food Service Establishments out of 160 facilities in the City Limits that do not have grease traps, or that do not have traps that are in compliance with the City of Eureka Sewer Use Ordinance.

AA Bar and Grill responded to the letter. An inspection was conducted on 7/23/13. During this inspection a timeline and requirements for installation were discussed with the Building and

Business Owner. It was agreed that the grease trap installation would coincide with ADA upgrades. A timeline for installation is currently being negotiated with the Building Owner.

Amiga's Burritos responded to the letter. An inspection was conducted on 7/17/13. During this inspection, a timeline and requirements for installation were discussed with the Business Owner. A six month timeline for installation of a grease tarp was discussed and agreed upon. A notice requiring the work to be completed by 3/2/14 was issued on 8/30/13.

Ray's Food Place responded to the letter. An inspection conducted on 6/28/13 identified several fixtures that were not connected to the existing grease trap. After discussing the use of the sinks, it was agreed that the sinks would not be required to be installed to the grease trap. In lieu of connection to the grease trap, the business agreed to implement BMP's with the understanding that any kitchen remodel or lateral blockage would result in the sinks being connected to the grease trap. A follow-up letter memorializing the agreement was issued on 7/25/13.

An inspection conducted on 7/23/13 confirmed that Restaurant Hana replaced the inlet baffle of its grease trap.

An inspection conducted on 8/1/13 confirmed that Porter Street Barbeque installed an inlet baffle in its grease trap.

An inspection conducted on 8/19/13 confirmed that Paul's Live From New York installed an inlet flow restrictor in its grease removal device.

An inspection conducted on 8/31/13 confirmed that Café Nooner installed a grease trap as required.

Notices of Violation were issued to Footprint Recycling on 7/16/13 and 8/19/13 for failure to submit monthly reports despite repeated requests by the City to do so.



**Standby Generator Project slab prior to installation of concrete.**

## **Stormwater**

### **(Outfall Inventory and Monitoring)**

The City's NPDES Permit for stormwater requires that an inventory of the stormwater outfalls be conducted. Once the inventory is conducted, the outfalls need to be sampled to determine if there are illicit connections to the stormwater system. The outfall inventory was conducted with the help of Dan Smith, Ken Billman, and Scott Peugh. Once all eighteen outfalls were inventoried, sampling was conducted on 8/7/13, 8/21/13, 8/22/13, and 8/23/13. The results of the sampling are being analyzed to determine what follow-up action is necessary to detect illicit connections.

Initially the inventory, sampling and analysis were to be performed by Humboldt Baykeeper at a proposed cost of \$6,307. By performing the work in house, a cost savings of \$4,927 to the General Fund was realized.

### **(Illicit Discharge Complaints)**

The City has a hotline for stormwater complaints for citizens to report stormwater issues. Two complaints were followed up regarding illegal dumping of oil and antifreeze in an alley.

On 7/24/13, staff at The Nooner Too were given educational material regarding storm water BMP's after it was noted that they were washing mats in the alley behind the restaurant.

On 8/8/13, a report was received regarding the spill of asphalt sealant in the drive-thru at Taco Bell. A follow-up inspection was conducted. Humboldt County Division of Environmental Health had responded to the incident, and Humboldt Bay Fire oversaw the cleanup of the waste.

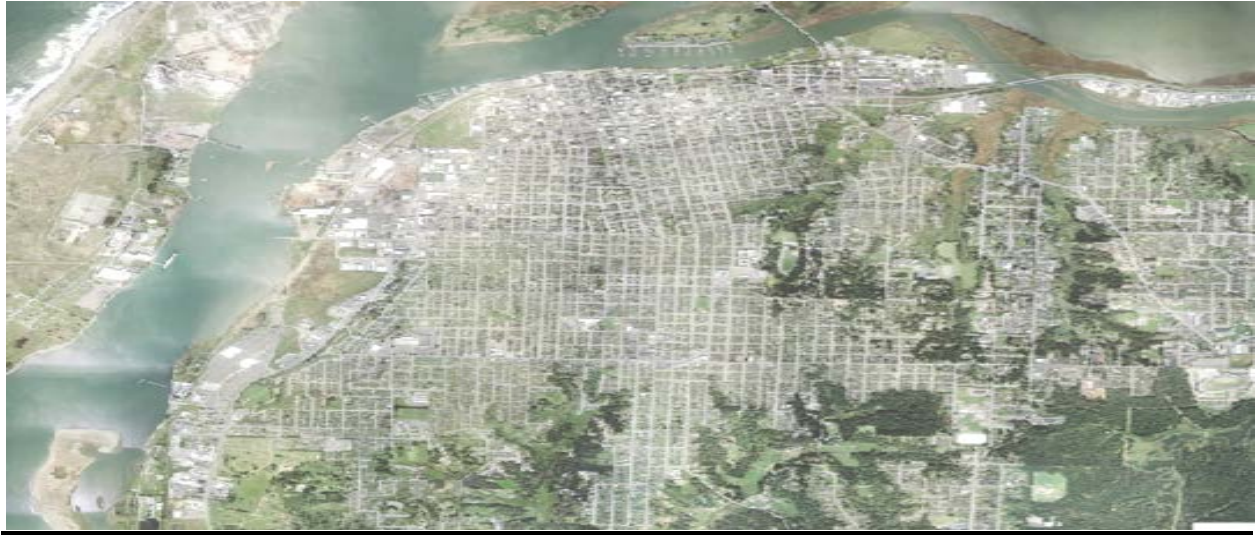
An inspection of Johnson Auto Electric was conducted on 8/15/13. The inspection was conducted due to a complaint of green waste being discarded on the street. Staff at Johnson's Auto Electric was informed that the waste could not be dumped on the street and needed to be cleaned. The waste was cleaned by 8/16/13.

An inspection of The Sea Grill was conducted on 9/20/13. The inspection was conducted due to a complaint of mats being washed in the alley. BMP's detailing proper mat cleaning were provided to the manager, and he was informed that washing mats in the alley is a violation of the City of Eureka Stormwater Ordinance.

### **(Public Education and Outreach)**

A round table discussion regarding the upcoming Low Impact Development (LID) requirements of the Stormwater NPDES is being planned for November 13<sup>th</sup> at the Wharfinger Building. The purpose of the meeting is to inform local developers of the LID requirements that are to be codified in the local ordinance. To prepare for the meeting, the requirements of the NPDES permit were analyzed and detailed into an electronic presentation.





## **ENGINEERING DEPARTMENT**

### **Summary of Responsibilities and Activities**

#### **1. Administration and Management**

The City Engineer/Deputy Public Works Director leads the Engineering Divisions within the combined Public Works/Engineering Department. The Engineer reports to the Public Works Director or to the City Manager in his absence and attends City Council meetings to address engineering issues and milestones included on the meeting agendas. Most engineering administration tasks are handled by the Administrative Technician, who serves all of the engineering divisions and coordinates with other administrative staff members serving the Public Works divisions.

#### **2. Construction**

During the third quarter of 2013, one project was completed while construction continued on two projects. Two construction contracts were awarded and engineering planning or design continued on seven projects and four programs.

#### **3. Development**

Underground Utilities District No. 11 (2012) along Fourth Street from Myrtle Avenue to Target is proceeding slowly; working on design and permits for Sunset Reconstruction and Utilities in conjunction with the Lost Coast Brewery project; Encroachment Permit for Union Pacific cleanup of G&R Metals site including tidelands is nearing completion; Keep Eureka Beautiful submitted 22 properties for street tree reviews; RCAA is preparing to review numerous properties for street trees under grant funding; since losing

the City's survey crew, there has not been requests for sidewalk or alley surveys, City Engineer collaborating with Police Department on hiring an On-Call Surveyor to provide survey services to both departments as needed. Staff continues to issue water, sewer and encroachment permits along with handling counter inquiries to assist citizens; Some encroachment permits also require Development to prepare agreements for City Attorney review to reduce liability risks to the City.

#### **4. Traffic/Signals/Streets**

Budget preparation and preliminary engineering for several streets projects has been the focus of this division's third quarter.

#### **5. Property Management**

Property Management oversees Capital Improvement Program Projects along with performing routine property management duties, which include managing real property and the administration of leases for the City of Eureka.

### **Department Organization & Teaming**

The Engineering Department consists of four (4) service divisions operating under the administrative and management oversight of the City Engineer. Department staff often crosses over division lines to assist on projects being spear-headed within other divisions. For example, design and construction projects are being worked on by many engineering staff members. In addition, it's important to note that Community Development Department staff assists with the permitting and environmental review of many Engineering projects. All of the projects discussed in this report list the main staff members involved, regardless of the department they work in.

## **ADMINISTRATION AND MANAGEMENT**

**Charles Roecklein**

**Tiffany Peerson**

#### **Administrative and management duties include:**

- Providing oversight, guidance and support for engineering staff and functions
- Providing inter-departmental communications, coordination and service
- Responding to City Management and City Council requests and needs
- Attending City Council meetings and reporting to Council
- Meeting and interacting with various commissions, committees and boards
- Ensuring adherence to City policy and procedures

## Construction Projects

Administrative and management staff support the engineering department divisions in various ways including being responsible for a share of the important design and construction projects under engineering purview. Notable projects include:

1. **Phase 5 Mad River Pipeline Project** (see description under Construction Division)
2. **Elk River WWTP Emergency Generator Project** (see description under Construction Division)
3. **South Gateway Project**—This project is in the planning phase and moving ahead starting with stakeholder meetings with Caltrans which will review and approve the final Project Study Report (PSR). The PSR is scheduled for completion by next summer. A full work scope will be developed with input from stakeholders in the next quarter. (Roecklein, Knight, Moody, Parrott)

## Ongoing Activities

Other department and city-wide activities overseen by engineering management include:

- **City Council**  
Staff attends the twice monthly Council meetings, as needed, to answer questions Council may have on Engineering-related agenda items and to have a better understanding of Council directions and concerns for the City. (Roecklein)
- **Capital Improvements Program (CIP)**  
Each year engineering department staff update the CIP, which is a 5-year look-ahead on the City's capital needs and desires. This year the CIP will be undergoing significant changes to enhance the information provided by bringing it more in line with budget and financial information, and providing an assessment of accomplishments over the past year. The CIP is scheduled for completion in the first quarter of each year. (Roecklein, Christie, Project Managers)
- **Wastewater Facilities Plan and Program, Phases 3 and 4 – \$380,000**  
Phase 3 of the Wastewater Facilities Plan is still in progress while Phase 4 was initiated in the 3<sup>rd</sup> quarter. Phase 4 includes completion and evaluation of wet weather treatment capacity and discharges, effects on the plant from the proposed Lost Coast Brewery expansion, preparation of a Wet Weather Treatment report, collection system Inflow/Infiltration Improvements Program for planning purposes, and NPDES permit renewal tasks. (Roecklein, Young, Gehrke, Brown and Caldwell)
- **Engineering Standard Drawings and Design Standards**  
The department has been developing engineering construction standards and detail drawings for a number of years. Detail drawings for water, wastewater, storm drains, streets, and other miscellaneous facilities will be approved by stakeholders and posted on

the City's website. Design standards will be updated through the General Plan Update process. (Roecklein, Boughton, Adame)

- **Engineering Document Database and Long Term Digital Storage Program**  
This project creates a computer database for Engineering Department documents and maps. The program includes scanning and storage of existing maps and documents into digital file format utilizing the department's scanners. Estimates for needed document storage cabinetry have been obtained and a purchase order for construction will be issued in the next quarter. Completion of this work will allow transfer of important City documents to long-term storage. (Christie)
- **Engineering Department Space Remodel**  
The floor plan showing changes to the engineering office space is complete and As the long term storage moves into play so will the remodel and space development for the Engineering Department.
- **Insurance Review**  
Staff reviews insurance certificates and endorsements for all Engineering contracts, including Agreements and Leases along with reviews for contractors/persons wishing to work in City rights-of-way under Encroachment Permits. Reviews require a technical knowledge of insurance requirements and documentation which transfers the liability of the action of others working for the City or working within our rights-of-way. This effort continues to take the time of a full time employee. (Peerson)

## **CONSTRUCTION DIVISION & PROJECTS**

**Angi Sorensen**  
**Angela Christie**

**Kurt Gierlich**  
**Celeste Redner**

**Carolyn McKenna**  
**Gabriel Adame**

### **The following projects are currently in construction:**

1. **Martin Slough Interceptor Phase 2a Pump Station – \$5,800,000**  
Phase 2 of the Martin Slough Interceptor project includes three elements: construction of a new pump station (Phase 2a) and new force main (Phase 2b) and connection of various collectors to the interceptor pipeline and demolition of associated lift stations (Phase 2c). As of the end of the third quarter of 2013, construction of the Pump Station was complete. (Gierlich, SHN Consulting Engineers, Brown and Caldwell, et al., Stanek Constructors, Inc.)
2. **Mad River Pipeline Phase 4 – \$1,500,000**  
Phase 4 is replacing two sections of the Mad River Pipeline as part of the continuing program to provide improved water supply system reliability. The section in Arcata is located between the south side of 7<sup>th</sup> Street and the California Highway Patrol Station on Samoa Boulevard. The section in Eureka is located between the Ryan Slough Pump Station and the intersection of Frank and Glenwood Streets. The construction contract was awarded on May 24, 2012, and work began in August, based on permit restrictions.

Construction was suspended at the end of October 2012, due to weather and permit constraints. Major construction was completed by the end of the third quarter. (Sorensen, Shikany, Oscar Larson & Associates, Mercer-Fraser Company.)

**3. Mad River Pipeline Phase 5 – \$1,900,000**

Phase 5 consists of a new section of the 24-inch diameter Mad River Pipeline that replaces an existing section as part of the continuing program to provide improved water supply system reliability. This new section will be installed between the existing main at the intersection of Pennsylvania Avenue and Frank Street, along Pennsylvania Avenue to Myrtle Avenue, along Myrtle Avenue to Hubbard Lane, and then along Hubbard Lane to Harris Street. (Roecklein, Shikany, Savage, Oscar Larson & Associates, Wahlund Construction, Inc.)

**4. Martin Slough Force Main Project – \$8,900,000**

Phase 2 of the Martin Slough Interceptor project includes three projects: construction of a new pump station (Phase 2a) and new force main (Phase 2b) and connection of various collectors to the interceptor pipeline and demolition of associated lift stations (Phase 2c). The Force Main was split into two projects: one project for the directionally drilled piping and one project for the trenched section of the force main. The “Drill” project was awarded on June 18, 2013, and is currently under construction with completion anticipated this fall. The “Trench” project could not be awarded due to a budget exceedance. An alternative to trenching is now being developed and cost savings are expected to be approximately \$1million. That work will begin upon completion of permitting and execution of a contract change order with the drilling contractor. Completion is anticipated by spring of 2014. (Gierlich, SHN Consulting Engineers, Apex Directional Drilling, LLC)

**5. Elk River WWTP Emergency Generator – \$400,000**

This project provides a full backup power supply for the Elk River Wastewater Treatment Plant. The Plant is a critical facility that protects public health and the environment, and existing co-generation equipment is not sufficient to power all treatment units when utility power is interrupted. The project was awarded and construction begun in the 3<sup>rd</sup> quarter. Completion is scheduled for November 2013. (Roecklein, Gehrke, LACO, Jacobson, Colburn Electric Company)

**6. Water Improvements 2013 – \$600,000**

This project is the annual water distribution system maintenance work scheduled for construction in 2013. Approximately 1,750 lineal feet of 12-inch diameter water main with associated service connections and valves are being replaced on Del Norte Street between Fairfield and California Streets. Completion will occur early in the 4<sup>th</sup> quarter. (McKenna, Wahlund Construction, Inc)

**Bids were opened on the following project:**

**7. Sewer Improvements 2013 – \$150,000**



This project will replace a 16-inch diameter sanitary sewer main on Albee Street, between 14<sup>th</sup> and Cedar Streets. Design began in the second quarter of 2013, and construction is expected to be completed this year. (Sorensen, McKenna)

**The following projects are currently in planning and/or design:**

**8. Cross Town Interceptor Condition Assessment – \$85,000**

This work is an element of the continuing maintenance program for the cathodic protection system on the Cross Town Interceptor wastewater transmission main. A condition assessment, which included preliminary identification of potential risks, has been completed. This investigation provides a basis for developing and evaluating alternatives for maintenance, repair, and replacement projects. (Sorensen, Young)

**9. Fire Safety Training Tower Paving Project – \$40,000**

This project will add asphalt paving at the Regional Public Safety Training Tower on Hilfiker Lane. Currently, training activities that involve flowing water require restoration of the existing gravel surface. Pavement will prevent this erosion, decrease sediment runoff, and increase the functionality of the training facility. (Adame, Boughton, Jelinek)

**10. Hilfiker Lift Station Dry Well Conversion – \$300,000**

This project will convert the existing Hilfiker Lift Station from a dry well configuration to a wet well station with submersible pumps. Sizing will be determined based on planned wastewater loads generated by the proposed Lost Coast Brewery Project along with existing wastewater load. (Adame, Roecklein)

**The following project is in the preliminary design and environmental review stages:**

**11. Waterfront Drive Connection - Phase II “G” to “J” Streets – \$3,600,000**

This project will complete the northern portion of Waterfront Drive and provide the final link to a continuous multimodal transportation corridor along 2.4 miles of the City’s Humboldt Bay waterfront; from “T” Street in the northeast to Del Norte Street at the southwest. The CEQA document is complete, and the NEPA document is being finalized. A \$450,000 grant was received from the Caltrans’ Local Assistance Program Bicycle Transportation Account; this award has been reprogrammed for a June 2016 completion date to allow Union Pacific Railroad to remove contaminated soil prior to the City acquiring the property to initiate the road and bike lane construction. The environmental cleanup effort that commenced in the third quarter of 2012 was suspended due to weather and permit constraints and re-commenced in the second quarter of 2013. Staff has successfully negotiated a right-of-entry agreement with the railroad authorities for surveying work needed for design. (Roecklein, Parrott, Christie, Savage, Shikany, SHN Consulting Engineers)

**The following programs are ongoing:**

**12. SCADA System Program and Design – \$1,000,000**

This program will upgrade the City's Supervisory Control and Data Acquisition (SCADA) systems. SCADA systems are used to monitor and control chemical, physical, and treatment processes in municipal water and wastewater systems. A Needs Assessment was completed in May 2011, which identified individual projects and developed a preliminary budget for the overall program. The City selected a new software package for developing custom graphical user interfaces and is in the process of installing redundant hardware and developing new interfaces for the Water Treatment and Pumping System. (Sorensen, Roecklein, Gehrke, Duncan, ArcSine Engineering)

**13. Water Distribution System Modeling – \$60,000**

This program is creating a working model of the City's water distribution system. The resulting model will be utilized in analyzing the distribution system and evaluating the need for future improvements, primarily with respect to fireflow capacity and the impact of future development. (Redner, Young, Ziemer, Roecklein)

**14. North Coast Plug-in Electric Vehicle Readiness Project – \$3,000**

Redwood Coast Energy Authority received a grant award from the California Energy Commission for strategic planning efforts to develop plug-in electric vehicle (PEV) infrastructure. The City's commitment includes participation in the North Coast Plug-in Electric Vehicle Coordinating Council, which will meet as a whole and in working groups to determine investment requirements and implementation timelines, identify optimal locations for charging stations, and develop educational materials as required to develop regionally-specific guidelines for PEV infrastructure development. Staff will also share usage data from the City's charging station located at 4 C Street. (Sorensen, McKenna, Redwood Coast Energy Authority, Schatz Energy Research Center, et. al.)

**TOTAL: 14 Projects, \$24 Million Estimated Capital Value**



## **DEVELOPMENT DIVISION**

**Gary Boughton     Laurie Shannon**

### **Review of:**

1. Agreements for Encroachment, Monitoring Wells and Subdivision Improvements, (1).
2. Building Permit Reviews, (24 permits, some with several reviews).
3. Encroachment Permits (31).
4. Water Permits, (7).
5. Sewer Permits, (3).
6. Requests for Service or Complaints (including street light outages), (40).
7. Street Tree Reviews, (22).
8. Certificate of Subdivision Compliance Descriptions, (0).
9. Coastal Development Permits, (12).
10. Conditional Use Permits, (2).
11. Design Review Applications, (2).
12. Street, Alley and Easement Vacations, (2).
13. Variances, (0).
14. Lot Line Adjustments, (2).
15. Parcel Maps, (0).
16. Subdivision Maps, (0).
17. Descriptions for City Projects, (2).
18. Humboldt County Referrals, (3).

In addition to assisting citizens at the counter, and working on future projects, Staff also works on the following programs and attends the following meetings:

#### **1. Capital Improvements Program**

Engineering staff is initiating the annual update of the City's 2014-2019 Five-Year Capital Improvement Program (CIP). This document is used to identify needed capital improvement projects and to coordinate the financing and timing of improvements. The primary purpose of the CIP is to assist in the orderly implementation of the broad and comprehensive goals of the adopted General Plan, the Strategic Vision and for the maintenance and replacement of the City's infrastructure by establishing an orderly basis to guide local officials in making sound budget decisions and by focusing attention on community goals, needs and capabilities to maximize the benefit of public expenditures. The request for projects and updating of existing information has just been sent out. (Christie)

#### **2. Disadvantaged Business Enterprise Program (DBE)**

In order for the City of Eureka to receive Federal Financial Assistance from the U.S. Department of Transportation (DOT), the City of Eureka is required to sign an assurance that it will comply with 49 CFR Part 26. The City of Eureka has established a Disadvantaged Business Enterprise (DBE) Program in accordance with the regulations of the 49 CFR Part 26. Engineering updates the Program yearly to reflect proposed use of Federal monies during the next fiscal year and establish a goal for Disadvantaged Business Enterprise participation on each federal financed project. The Federal

Government has again changed the requirements of States, Counties, and Local Governments. The State is trying to determine the new requirements which the Federal Government indicates will probably change again after a new study is completed. (Boughton)

**3. Design Review**

Staff attends Community Development and Building Department meetings twice monthly, and meets with utility representatives to coordinate applicants' projects and provide written comments with notification of conditions or permit requirements. (Shannon, Boughton)

**4. Humboldt County Liaison Committee**

Staff attends the bi-monthly meetings as requested for the purpose of coordinating agency and utility projects and providing input on regionally-significant issues. The County, cities and utility companies provide information to ensure projects are properly coordinated and implemented. (Roecklein, Boughton)

**5. Open Space, Parks and Recreation Commission**

Staff attends the once monthly meetings to update the Commission on Engineering projects and to answer questions the Commission may have. (Boughton)

**6. Planning Commission**

Staff attends Planning Commission meetings to answer Engineering-related questions and to have a better understanding of the Commission's direction. (Boughton)



Lost Coast Brewery Site on Sunset east of Broadway



Union Pacific Site at foot of G Street

## **TRAFFIC/SIGNALS DIVISION**

**Sheila Parrott Dan Moody Scott Ellsmore Rowan Beckensten**

**Pre-construction and construction activities have been the focus of this division's 3<sup>rd</sup> quarter.**

### **The following projects were completed:**

**1. Street Overlay 2011 - \$800,000**

The Street Overlay 2011 project paved Harris Street from Broadway to Harrison Avenue and "T" Street between 3<sup>rd</sup> and 4<sup>th</sup> Streets. Mercer-Fraser was the contractor and gas tax funded the project. The project was accepted with a two year extended warranty period.

**2. Pavement Maintenance 2013 - \$100,000**

This project included the asphalt grind/patch work necessary for the joint micro-surfacing project with Arcata and the County. The removal and replacement of failed asphalt prior to surfacing will ensure that the surfacing will provide long lasting benefits. Gas tax funding was used for the project.

**3. Parking Lot Maintenance 2013 - \$15,000**

The Parking Lot Maintenance 2013 project is an annual project for slurry sealing and restriping City-owned parking lots. This year's project included slurry and striping the lot on the south side of 3<sup>rd</sup> Street between "D" and "E" Streets, the lot on the east side of "F" Street between Grotto and Wood Streets (Henderson Center), and the lot on the north side of Waterfront Drive east of "L" Street (Adorni Center). Parking meter funds were used.

### **The following projects are in construction:**

**4. Emergency Vehicle Pre-emption Equipment - \$584,100**

Emergency vehicle pre-emption equipment at all City-owned traffic signals will be installed to improve traffic safety and emergency response time. This includes signal cabinets, controllers, and pre-emption equipment. HSIP grant funds are being used.

**5. Micro-Surfacing 2013 Project - \$100,000**

This project is being completed through collaboration with the City of Arcata and Humboldt County public works departments to seal approximately ten miles of roadway. Union Street, from 14<sup>th</sup> Street to Harris Street, Central/Utah, from Harris to Allard, and the neighborhood between Harrison and McFarlan, including 16<sup>th</sup>, 17<sup>th</sup>, 18<sup>th</sup>, and Dean Streets will be surfaced in the City of Eureka. Gas tax funds are being used.

**6. Traffic Signal Improvement Project 2012 - \$55,000**

The Traffic Signal Improvement 2012 project is being constructed to replace and upsize all 8" diameter traffic signal lenses to 12" diameter lenses. All signal heads have been installed with the exception of the double red signal at Harris and H Streets.



## **The following projects have received construction authorization:**

### **7. Washington Elementary Sidewalk Construction/Relocation \$180,000**

This project includes the relocation of the sidewalk and construction of sidewalk curb in front of Washington Elementary School on Dolbeer Street between Chester and Russell Streets. This opportunity to fill the shortfall in the allocation for the Safe Routes to School project is being presented through Transportation Enhancement (TE) funding. The project will go out to bid in October with construction in summer 2014 while school is out.

### **8. West Avenue Improvements - \$338,500**

This project includes pedestrian safety improvements on West Avenue between 6<sup>th</sup> Street and Myrtle Avenue. ADA compliant drop curbs and driveways, sidewalk bulb-outs, street lighting, paving, and replacement of in-pavement lights are included. Grant funding from HSIP has been awarded. Construction is anticipated to be spring 2014.

## **Longer Term Projects:**

### **1. Downtown Parking Assessment District Task Force**

The Parking District Number One Task Force has been revising its recommendations to the City Council for the operation and possible expansion of the parking district. These recommendations include expansion to the north, shared use parking standards, and residential parking ordinance changes. This project is currently on hold.

### **2. Eureka-Arcata Corridor Project**

Staff continues to provide input to the State's project engineers.

### **3. Greater Eureka Strategic Transportation Program**

The City, County, HCAOG, and State staff continue to work on the Greater Eureka Area Traffic Model which will be used for coordinated regional traffic forecasting by each entity. The traffic model will be used in a City /County project to identify future traffic impacts associated with development and the creation of a Traffic Management Program to assess fees and implement projects to mitigate those impacts.

### **4. Broadway Feasibility Study**

The City is one of several stakeholders in Caltrans' Feasibility Study of the Broadway corridor. The section of Broadway between Kmart and 5<sup>th</sup> Street is being examined for improvements for non-motorized users. Staff continues to provide input and participation in the process. Currently under discussion is the use of an adaptive signal system and some pedestrian safety improvements.

### **5. Traffic Safety Campaign Project**

Funding is being sought for a comprehensive traffic safety campaign. The Office of Traffic Safety (OTS) will have a call for projects in November for traffic safety education programs.

## **Other Division Projects and Programs:**

The Traffic/Signals Division of the Engineering Department continues working with the State, County, and private developers on various traffic studies in and around the City of Eureka. This Division has also provided assistance to the Engineering and Public Works Staff in reviewing traffic issues for various projects.

### **1. Traffic Signals**

Maintaining operation of the 26 City-owned traffic signals is a primary duty for this Division. A monthly signal training/meeting with State, County, and City of Fortuna staff continues to review and discuss traffic signal operations. Audible, accessible pedestrian signals have been installed at the Harris & E and Harris & F Streets intersections. This type of device helps visually impaired individuals to locate and operate the pedestrian traffic signals. These particular locations were requested for installation by the Humboldt Council of the Blind.

### **2. Traffic Studies**

Staff has reviewed and provided feedback on the scope of work for traffic studies for the County's Community Forest project and Humboldt County Office of Education's conference facility project.

### **3. Parking Items**

The Parking Place Commission is currently short one commissioner. Staff prepares the agenda, sends notices regarding requests, gathers data and documentation, prepares staff reports, and attends monthly meetings regarding on and off-street parking issues.

### **4. Meetings with EPD Traffic Officers**

Monthly meetings with Senior Traffic Officer Gary Whitmer of EPD continue. Current traffic related issues include requests for traffic control devices, locations for increased enforcement, collision "hot spots", pedestrian safety, parking zones, parking meters, and use of radar speed signs purchased through a grant EPD received from the Office of Traffic Safety.

### **5. Transportation Safety Commission**

Staff attends monthly meetings and provides data and reports on various traffic studies, locations, and projects at the request of the Transportation Safety Commission. Staff also attends various sub-committee meetings. The draft Transportation Safety Action Plan is currently available for public comment through the City's website.

### **6. Humboldt County Association of Governments Technical Advisory Committee**

Staff attends monthly meetings regarding the programming of regional transportation improvement funding and provides data, estimates, and input. Currently, this includes work on the Humboldt County Regional Transportation Plan Update.

**7. Electronic Parking Meter Program**

Staff maintains parking meter electronics and collects and maintains inventory, coin and card audits, and maintenance data from all City-owned metered parking lots. This data provides finance with a means to audit revenue through reports generated by the parking meter software. Additional reports track revenue by stall and lot, provide occupancy data, and provide backup information to EPD for parking violation adjudication.

**8. Safe Routes District-wide Task Force**

Staff attends and hosts monthly meetings with various stakeholders including EPD, RCAA, HumPal, Bikes There, Transportation Safety commission, District 1 County Board of Supervisors, County Public Works, Public Health, and several members of the School Board District Office regarding safe routes to schools.

**9. General Plan Update**

Staff attended the initial General Plan Update training sessions and will continue to provide input and review of traffic aspects for the general plan.

**10. Summer Traffic Intern**

Rowan Beckensten was hired to work with the traffic division staff for the summer as an intern. The summer internship program has been invaluable in providing assistance with traffic counts, speed data, collision pin mapping, and various traffic-related tasks.

**11. Training**

Many traffic/engineering webinars were attended this quarter. These included an Intersection Control webinar at Caltrans, Developing, Implementing and Managing a Comprehensive (Citywide) Traffic Signal Coordination Program webinar, FHWA ITS meeting at Caltrans, an Adaptive Signal Control webinar, and an ADA Resurfacing Technical Assistance webinar.

**12. Grant Applications**

Two federal Highway Safety Improvement Program (HSIP) grant applications were submitted for the cycle 6 call for projects. This included the purchase and installation of countdown pedestrian signals for all City-owned traffic signals and the installation of open graded asphalt on Campton Road and Fairway Drive to improve friction. Award notifications will be made in October.

**13. Other**

In addition to the items listed above, regular items processed during the quarter included:

- Special Event requests (traffic control plans included)
- Work Orders for new signs, markings, and parking controls
- Transportation Permits
- Project referrals – Community Development
- Collision pin map and collision report filing
- Complaints and inquiries
- Traffic Studies – various locations for speeds, volumes and warrants

## **PROPERTY MANAGEMENT DIVISION**

**Lisa Savage**

In addition to performing routine property management duties, the following activities of interest occurred during the past quarter.

### **1. Airport Changes**

In September the City placed a temporary caretaker (Mathew Davis) in the Administration Building (formerly Bed & Breakfast). The caretaker is responsible for the overall security of the building and specific repairs and maintenance including: mowing, weeding, minor landscaping, painting the interior, and other duties as assigned by the City's Property Manager.

### **2. Lease/License Renewals and Terminations**

Chevron USA – The Chevron Lease will be placed on the agenda for the State Lands Commission's December 2<sup>nd</sup> public meeting in Sacramento..

Eureka Forest Products – Eureka Forest Products has expressed interest in an early renewal of their tidelands lease. This would result in higher rent for the City and secure a long term lease for Eureka Forest Products. A tentative lease agreement was drafted, reviewed by the City Attorney and forwarded to Eureka Forest Products for review. They have commented and requested some changes which the City is reviewing. - **Update-** City staff met with Eureka Forest Products management and any lease changes that were agreed to will be incorporated into a red-line version of the lease for review.

All Leases are available for review in the Property Management Office.

### **3. Right of Entry Agreements**

No Right of Entry Agreements were entered into in the third quarter.

### **4. Community Service Work Referral Program**

Humboldt County's probation department places workers requiring community service time with the City. During the past quarter Community Service Workers served the City at the Zoo and the Marina

### **5. Facilities Inspection**

The facilities inspection team (Building, Building Maintenance, Fire, and Property Management) inspected twelve City facilities along with various docks.

### **6. Real Property Work Completed**

No service/work requests were processed during the third quarter.

**The following projects are under construction:**

### **1. Salt Marsh Restoration, \$275,000, 2012/2013 planting/monitoring**

The Fisherman's Terminal Project required mitigation for salt marsh affected by the construction of the wharf. Salt marsh vegetation installed by the landscape contractor has taken root, natural recruitment of native species can be observed throughout the site, and the non-native cordgrass is now nearly absent. Thus far, the restoration is a success. Monitoring and maintenance will continue for 5 years (2017). (Savage)

**The following project is undergoing preliminary design and environmental review:**

**1. Martin Slough Enhancement Project - \$4,400,000**

GHD (formerly Winzler and Kelly Consulting Engineers) has finalized 30% project designs, prepared draft 30% designs for the tide gates, and completed a draft design report. They are currently developing 65% designs for the tide gates. The goal is to achieve sufficient design to prepare a CEQA document for the entire project, and prepare 100% designs for the replacement of the tide gates.

In April 2012, RCAA and the City were awarded a \$600,000 grant from the Department of Water Resources (DWR). RCAA has finalized the scope of work, budget, and timeline for the DWR grant. In addition to the DWR grant, funding secured to date for the project is: State Water Resources Control Board (\$705,000 - 30 % designs, supporting documents, permitting, with ~ \$400,000 for implementation); CA Department of Fish and Game (\$230,000 for final designs). (Savage, Shikany, Roecklein, RCAA, GHD)